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**புதுச்சேரி மாநில அரசிதழ்**  
**La Gazette de L'État de Poudouchéry**  
**The Gazette of Puducherry**

**PART - II**

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**GOVERNMENT OF PUDUCHERRY**  
**LABOUR DEPARTMENT**

(G.O. Ms. No. 09/AIL/Lab./G/2022, Puducherry, dated 2nd August 2022)

**NOTIFICATION**

The following Draft Rules, which the Government of Puducherry, proposes to make in exercise of powers conferred by sections 133 and 135 of the Occupational Safety, Health and Working Conditions Code, 2020 (37 of 2020) read with section 24 of General Clauses Act, 1897 (Central Act 10 of 1897) and in supersession of,-

1. The Puducherry Building and Other Construction Employees (Regulation of Employment and Condition of Services) Rules, 2002;

2. The Puducherry Factories Rules, 1964;
3. The Contract Labour (Regulation and Abolition) Puducherry Rules, 1972;
4. The Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Puducherry Rules, 2013; and
5. The Puducherry Motor Transport Employees Rules, 1972,

except in respect of things done or omitted to be done before such supersession, are hereby notified as required by sub-section (1) of section 133 and sub-section (1) of section 135, for information of all persons likely to be affected thereby and notice is hereby given that the said draft Notification will be taken into consideration after the expiry of a period of 45 days from the date on which the copies of the Official Gazette, in which this Notification is published, are made available to the public;

Objections and suggestions if any, may be addressed to the Commissioner/Secretary to Government, Labour Department, Government of Puducherry, by e-mail to the e-mail **ID-lc.pon@nic.in**. The objections and suggestions should be sent in a *pro forma* containing column (i) specifying the name and address of the persons and organizations and column (ii) specifying the revised rule or sub-rule proposed to be submitted and column (iii) specifying the reasons therefor;

Objections and suggestions, which may be received from any person or organization with respect to the said Draft Notification before expiry of a period of 45 days, specified above, will be considered by the Government of Puducherry.

(By order of the Lieutenant-Governor)

**S.D. SUNDARESAN, I.A.S.,**  
Secretary to Government (Labour).

## DRAFT RULES

## CHAPTER-I

## PRELIMINARY

**1. Short title, extent and commencement.**— (1) These rules may be called the Puducherry Occupational Safety, Health and Working Conditions Rules, 2022.

(2) They extend to whole of the Union territory of Puducherry;

(3) They shall come into force on the date of their final publication in the Official Gazette.

**2. Definitions.**— (1) In these rules, unless the context otherwise requires,—

(a) “Appellate Authority” mean, an authority prescribed by the Government of Puducherry under section 90 or sub-section (3) of section 111 or sub-section (6) of section 119 as the case may be;

(b) “Appellate Officer” mean, the Officer as notified by the Government of Puducherry under section 4 of the Code;

(c) “Authority” means, an authority designated by Puducherry Government under sub-section (1) of section 5, sub-section (1) of section 10, section 11, sub-section (1) of section 12, sub-section (3) of section 66, sub-section (1) of section 119 and section 133 as the case may be;

(d) “Code” means, the Occupational Safety, Health and Working Conditions Code, 2020;

(e) “Compounding Officer” mean, an officer notified by the Government of Puducherry under section 114;

(f) “District Magistrate” include, the Additional District Magistrate and any other officer appointed by the Government of Puducherry in that behalf.

(g) “electronically” means, any information submitted by digital mode or uploading on the designated portal or digital payment in any mode for the purpose of the Code;

(h) “Enquiry Officer” means, an Officer appointed by the Government of Puducherry for holding enquiry under section 111;

(i) "Form" means, a Form annexed to these rules;

(j) "Government" means, Administrator of the Union territory of Puducherry appointed by the President of India under Article 239 of the Constitution.

(k) "Registering Officer" mean, the Registering Officer appointed under section 3 of the Code by the Government of Puducherry for the purposes of these rules;

(l) "Schedule" means, a Schedule annexed to these rules;

(m) "Section" means, the section of the Code;

(n) "Social Security Fund" means, Puducherry Social Security Fund established under section 115 of the Social Security Code, 2020;

(o) "State Advisory Board" means, the Puducherry Occupational, Safety and Health Advisory Board established/constituted under section 17 of the Code;

(2) The words and expressions used in these rules and are not defined herein, but, are in the Code, shall have the respective meaning assigned to them in the Code.

## CHAPTER-II

### REGISTRATION

**3. Sources of Income for the purposes of the explanation to clause (x) of sub-section (1) of section 2.—** A member of the family having income up to rupees five thousand per month from all sources, or, any other income notified by the Employees State Insurance Corporation (ESIC) for the purpose of availing medical benefit under the Scheme, shall be included as dependent for the purpose of these rules.

**4. Substance or quantity of substance under clause(zb) of sub-section (1) of section 2.—** For the purpose of this clause, "hazardous substance" mean, any substance or such quantity of substance as may be specified by the Government of Puducherry by way of notification.

**5. Late fee for the purpose of proviso to sub-section (1) of section 3.—** The Registering Officer as notified by Puducherry Government shall register any establishment to which this Code applies after expiry of period prescribed under this Code on payment of late fee, at the rate of

25% per annum of the total fee to be deposited for such registration with the officer, electronically or otherwise along with the prescribed fee from the time the Code is implemented.

**6. The manner of submitting application under sub- section (2) of section 3 and the Form of such application and the particulars to be contained therein and the fees to be accompanied therewith.—** (1) The employer seeking registration for an establishment not already registered shall apply before Registering Officer, electronically in Form-I on the Official Portal of Labour Department, Government of Puducherry, by giving details about the establishment and uploading documents related to registration of the establishment, proof of Identity and address of the employer(s) as specified in the Form. The Form shall be signed digitally or in any other manner as may be required on the portal. The applicant shall be responsible for veracity of all information submitted in the application.

(2) The Permanent Account Number (PAN) of the applicant or the establishment allotted under Income Tax Act, 1961 or any other unique number allotted to the establishment under any other Act for the time being in force or any other particular furnished in the Form, may be verified online.

(3) The following fee shall be deposited along with the registration application electronically on the portal for the registration of establishments,

Establishments employing up to 9 workers	₹ 1,000
Establishments employing 10 to 19 workers	₹ 2,000
Establishments employing 20 to 49 workers	₹ 3,000
Establishments employing 50 to 99 workers	₹ 5,000
Establishments employing 100 to 149 workers	₹ 7,000
Establishments employing 150 to 199 workers	₹ 10,000
Establishments employing 200 to 499 workers	₹ 15,000
Establishments employing 500 to 999 workers	₹ 20,000
Establishments employing 1000 and above	₹ 30,000

Provided that no registration fee shall be charged for the establishments already registered under Central Labour Laws for updation of information.

(4) The certificate of registration shall be issued in such Form as may be prescribed by the Central Government electronically immediately if, the application is complete in all respects, but, not later than seven days from the date of submission of complete application, failing which such establishment shall be deemed to have been registered and the certificate of registration shall be auto generated:

(5) The certificate of registration shall be non-transferable and a copy of the certificate of registration shall be displayed in the premises of the establishment at a conspicuous place(s) in hard copy and electronically in the website of the employee.

(6) The Registering Officer under the Code may direct the employer who fails to comply with the requirements of sub-rule (1), to do so within the time stated therein and such employer shall, thereupon comply with the instructions issued by the officer in this behalf.

(7) The employer in respect of an establishment which commences its work in Puducherry already registered under any other Central Labour Law for the time being in force shall, update the registration particulars on the Official Portal of Labour Department, Government of Puducherry, within six months from the date on which the Code comes into force.

(8) Any registration obtained by providing wrong information shall be liable to be cancelled provided that establishment has been given an opportunity to show cause, electronically or by registered post, as to why the certificate of registration should not be cancelled.

(9) The employer shall quote the Registration Number on all documents prepared or completed by him in connection with the Code or the Rules or the Regulations or the Scheme, as the case may be, and in all correspondence with the office concerned.

(10) Any change in the ownership, management or any particular furnished in Registration Form submitted on the specified portal, shall be updated on the portal by the employer within thirty days of such change by submitting an application online in such Form as may be prescribed by the Central Government.

(11) The employer of an establishment to which the provisions of the Code apply and whose business activities are in process of closure apply for cancellation of registration online on the Official Portal of Labour Department, Government of Puducherry after giving complete details of the dues payable under the Central Labour Codes.

(12) The registering officer shall maintain a register of establishment electronically in Form-III showing the particulars of establishments in relation to which certificates of registration have been issued by him.

(13) The employer shall, within thirty days of the commencement and completion of any work, intimate to the Inspector-*cum*-Facilitator, having jurisdiction in the area where the proposed establishment or as the case may be, the work is to be executed, the actual date of the commencement, completion of work and cessation of establishment, as the case may be, in Form-IV annexed to these rules, electronically and the same shall be auto shared to Employment Provident Fund Organisation and Employees State Insurance Corporation.

**7. Appeal under section 3A.—** (1) The employer aggrieved by the order of Registering Officer, may appeal against such order before the Appellate Officer appointed by the Government of Puducherry, for such purpose within thirty days from the date of receipt by him of such order, electronically or otherwise.

(2) Where, the memorandum of appeal is in order, the Appellate Officer shall admit the appeal, acknowledge it and intimate admission of such appeal, and shall register the appeal in electronic form to be kept for the purpose called the register of appeals.

(3) When the appeal has been admitted, the Appellate Officer shall send the notice of the appeal to the Registering Officer, against whose order the appeal has been preferred and the Registering Officer shall thereupon send the records of the case to the Appellate Officer online electronically or otherwise.

(4) On receipt of the appeal, the Appellate Officer shall send a notice to the appellant to appear before him on such date and time as may be specified in the notice for the hearing of the appeal electronically or by registered post.

(5) If, on the date fixed for hearing, the appellant does not appear, the appellate officer may dismiss the appeal for default of appearance of the appellants by sending the copy of the order to the applicant electronically or otherwise.

(6) Where an appeal has been dismissed, the appellant may apply electronically to the Appellate Officer for the restoration of the appeal within thirty days from the date of receipt of the order and if, the Appellate Officer is satisfied that the appellant was prevented by sufficient cause from appearing, the Appellate Officer shall restore the appeal.

(7) The order of the Appellate Officer shall be communicated electronically or by registered post to the appellant and copy thereof shall be sent to the Registering Officer against whose order the appeal has been preferred and shall be disposed of within a period of thirty days from the date of receipt of appeal.

**8. The Form and manner of sending the notice and authority to whom the notice shall be sent and the manner of intimating the authority under sub-section (1) of section 5.—** The employer of every establishment to whom these rules apply shall within thirty days of the commencement or cessation of operation, submit to the Registering Officer in Form-IV, electronically or otherwise and the notice of cessation of operation shall be enclosed with a certificate that the payment of all dues to the workers employed in the establishment have been made and the premises are kept free from storage of hazardous chemicals and substances.

### CHAPTER-III

#### DUTIES OF EMPLOYER AND EMPLOYEE

**9. Annual health examination or test free of costs of such employees, age of employees or class of employees or establishment or class of establishments under clause (c) of sub-section (1) of section 6.—** Every employer of factory, building and other construction work, dock work and motor transport undertakings shall arrange to conduct free of cost medical examination for every worker, annually, *i.e.*, within 120 days from the commencement of every calendar year, who has completed 45 years of age. The medical examination shall be conducted by a qualified medical practitioner as per proforma in Form-V and such Medical Certificate shall be submitted to the concerned employer and employee.



**10. The information to be included in the letter of appointment and the Form of such letter to be issued under clause (f) of sub-section (1) of section 6.—** No employee shall be employed in any establishment unless he has been issued a letter of appointment in Form-VI :

Provided that an employee who has not been issued an appointment letter containing the required particulars, shall be issued an appointment letter within three months of coming into force of this rule.

**11. The nature of bodily injury and the manner of notice and the time within which the notice shall be sent and the authority to which the notice shall be sent under sub-section (1) of section 10 and section 11.—**

(1) Where at any place in an establishment, which is a factory, building or other construction work spot or dock or a motor transport undertaking, an accident occurs which results in the death of any person, the employer or occupier or manager of the establishment shall forthwith send a notice thereof in Form-VII electronically or otherwise and inform by telephone to the Inspector-*cum*-Facilitator or, Chief Inspector-*cum*-Facilitator and District Magistrate, Competent Authority as notified by the Puducherry Government under Social Security Code, 2020 and the family members/kin of the injured or deceased person.

(2) Where, at any place in an establishment which is factory, building and other construction work, dock work or motor transport undertaking, an accident occurs which results in bodily injury by reason of which the person injured is prevented from working for a period of forty eight hours or more immediately following the accident, the employer or occupier or manager of the establishment shall forthwith send a notice in Form-VII within twelve hours after the completion of forty eight hours, electronically or otherwise to the Inspector-*cum*-Facilitator.

(3) Wherein, an establishment there is any dangerous occurrence as specified in the schedule annexed hereto, whether causing any bodily injury or disability or not, a notice in Form-VII shall within twelve hours be sent to:-

- (a) The Chief Inspector-*cum*-Facilitator;
- (b) District Magistrate;
- (c) The Inspector-*cum*-Facilitator:

Provided that if, in the case of an accident or dangerous occurrence, death occurs to any person injured by such accident or dangerous occurrence after the notices and reports referred to in the foregoing sub-rules have been sent, the employer of the establishment shall forthwith send a notice thereof by telephone and electronically or otherwise to the authorities and persons mentioned in sub-rules (1) and (2) and also have this information confirmed in writing within 12 hours of the death:

Provided further that if, the period of disability from working for 48 hours or more referred to in sub-rule (2) does not occur immediately following the accident, or the dangerous occurrence, but later, or occurs in more than one spell, the report referred to shall be sent to the Inspector-*cum*-Facilitator in the prescribed form within 24 hours following the hours when the actual total period of disability from working, resulting from the accident or the dangerous occurrence, becomes 48 hours.

(4) No injured person shall be allowed to return to work without a fitness certificate issued by a qualified Medical Practitioner.

(5) Wherever, the person injured does not return to work in the establishment before the expiry of 21 days after the occurrence of the accident with or without disablement and wherever the person injured returns to work in the establishment after sustaining compensable disablement as a result of the accident, the employer of the establishment shall send to the Inspector-*cum*-Facilitator within 28 days of the occurrence of the accident, a written report and follow it up as necessary with further reports once every fortnight thereafter, until the final report on the date of return to work of the person injured is made. In the event of the person injured not returning to work of his own accord or otherwise, the full circumstances of the same should also be reported to the Inspector-*cum*-Facilitator by the employer of the establishment within seven days of his name being removed from muster roll of the establishment. Even if, the person injured were to be covered by the Employees' State Insurance Scheme, it shall be the responsibility of the employer of the establishment to obtain the relevant information for the purpose of this rule and report the same to the Inspector-*cum*-Facilitator.

## SCHEDULE

The following shall be construed as classes of dangerous occurrences, whether or not attended by personal injury or disablement, namely:-

- (i) Bursting of any plant or pipeline or equipment containing petroleum, steam, compressed air or other substance at a pressure greater than the atmospheric pressure;
- (ii) Collapse or failure of a crane, derrick, winch, hoist or other appliances used in raising or lowering persons or goods, or any part thereof, or the overturning of a crane;
- (iii) Explosion, explosion due to explosives, fire, leakage or release of harmful toxic gases, bursting out, leakage or escape of any molten metal, or hot liquid or gas causing bodily injury to any person or damage to any room or place in which persons are employed;
- (iv) Explosion of a receiver or container used for the storage at pressure greater than atmospheric pressure of any gas or gases (including air) or any liquid or solid resulting from the compression of gas or gases;
- (v) Collapse or failure of lifting appliances or hoist or conveyors or other similar equipment for handling building or construction material or breakage or failure of rope, chain or loose gears, overturning of cranes used in building or other construction work, falling of objects from height;
- (vi) Collapse of any wall, floor, gallery, roof bridge, tunnel, chimney, wall, building or subsidence of soil or any other structure, platform, staging, scaffolding or any means of access including framework,
- (vii) contact work, excavation and collapse of transmission;
- (viii) Spillage or leakage of hazardous substances and damage to their container;
- (ix) Collapse, capsizing, toppling or collision of transport equipment within the establishment;
- (x) Fall from altitude of any excavation, loading or transport machinery;

- (xi) An instantaneous failure of a pillar, part of a pillar or several pillars of coal (*i.e.*, a 'bump') in working below ground;
- (xii) A rock-burst in working below ground; a premature collapse of any part of the working;
- (xiii) A breakage, fracture or failure of an essential part of any machine or apparatus whereby the safety of persons may be endangered;
- (xiv) A slide causing injury to any person, damage to any machinery, or interruption of normal mining operations;
- (xv) Failure of dump or side in open cast working; a blow out;
- (xvi) A failure of any structure or installation whereby the safety of persons may be endangered; or spark generated due to electrical flash-over causing burn injury to any person; or
- (xvii) A major uncontrolled emission of petroleum or chemical spillage.

**12. The Form of notice related to certain diseases and the time within which the notice shall be sent and the authority to which the notice shall be sent under sub-sections (1) and (2) of section 12.—**

(1) A notice in the following format shall be sent forthwith electronically, to the Inspector-*cum*-Facilitator or Chief Inspector-*cum*-Facilitator, by the employer or occupier or Manager of an establishment in which there occurs any disease as notified under the Third Schedule of the Code.

NOTICE OF DISEASE

- (1) Name of establishment:
- (2) Nature of establishment:
- (3) Details of Patient-
  - (a) Name of Patient:
  - (b) Worker ID number of Patient:
  - (c) Address of Patient:
  - (d) Precise occupation of Patient:

- (4) Nature of disease from which patient is suffering:
- (5) Date of detection of disease:
- (6) Details of Medical Practitioner:
- (7) Has the case been reported to the Medical Officer.

Date :

*Signature of Employer/Occupier/Manager.*

(2) If, any qualified Medical Practitioner attends on a person who is or has been employed in an establishment and who is or is believed by the qualified Medical Practitioner to be suffering from any disease specified in the Third Schedule, the qualified Medical Practitioner shall without delay send a report in writing to the office of the Chief Inspector-*cum*-Facilitator and Inspector-*cum*-Facilitator stating,-

- (i) the name and full postal address of the patient;
- (ii) the disease from which he believes the patient to be suffering; and
- (iii) the name and address of the establishment in which the patient is or was last employed.

**13. The Manner of making report by employee under clause(d) and other duties to be performed by employees under clause(g) of section 13.—** If, an employee comes to know about any unsafe or unhealthy condition in the establishment, he shall report to the employer, health and safety representative or Safety Officer or agent as soon as practicable, electronically or telephonically or otherwise.

**14. Manner of sending report of action taken under sub-section (3) of section 14.—** On receipt of information from the employee relating to the existence of an imminent danger to their safety and health, the employer shall take immediate remedial action in this regard. The employer, whether satisfied or not, shall send a report forthwith of such actions taken, to the Inspector-*cum*-Facilitator electronically or by registered speed post or telephonically.

## CHAPTER-IV

## OCCUPATIONAL SAFETY AND HEALTH

**15. The constitution, procedure and other matters relating to State Occupational Safety and Health Advisory Board under sub-section (2) of section 17.—** (1). The Government may constitute a Board to be called, 'Puducherry Occupational, Safety and Health Advisory Board' to advise the Government on such matters arising out of the administration of this Code as may be referred to it by the Government.

(2) The Constitution of 'Puducherry Occupational, Safety and Health Advisory Board.— (1) The Board shall consist of,-

- |   |                                     |
|---|-------------------------------------|
| (a) Administrative Secretary, Labour                          | . . Chairperson                     |
| (b) Chairman, Puducherry Pollution Control Board.             | . . Member<br>( <i>ex officio</i> ) |
| (c) Chief-Inspector- <i>cum</i> -Facilitator, Puducherry.     | . . Member-Secretary                |
| (d) Regional Director, ESIC                                   | . . Member                          |
| (e) Director, Health and Family Welfare Services, Puducherry. | . . Member                          |
| (f) Two Representatives of Employers                          | . . Members                         |
| (g) Two Representatives of Employees                          | . . Members                         |

(3) The Board may meet as often as necessary to discharge the functions as specified in section 17 of the Code.

(4) *Resignation.*—

(i) A Member of the Board, not being an *ex officio* Member, may resign his office by a letter in writing addressed to the Chairperson of the Board;

(ii) The seat of such a Member shall fall vacant from the date on which his resignation is accepted by the Government, or on the expiry of thirty days from the date of receipt of the letter of resignation by the Government, whichever is earlier.

(5) *Cessation of membership.*— If, any Member of the Board, not being an *ex officio* Member, fails to attend three consecutive meetings of the Board, without obtaining the leave sanctioned by the Chairperson of such Board for such absence, he shall cease to be a Member of the Board:

Provided that the Government may, if satisfied that such Member was prevented by sufficient cause from attending three consecutive meetings, direct that such cessation shall not take place and on such direction being made, such Member shall continue to be a Member of the Board.

(6) *Disqualification for membership.*— A person shall be disqualified for being a Member of the Board,—

(i) if, he is of unsound mind and stands so declared by the Competent Authority;

(ii) if, he is an undischarged insolvent; or

(iii) if, he has been convicted for an offence, having a penalty of imprisonment of three months or more.

(7) *Removal from membership.*— The Government may remove any Member of the Board, if, in its opinion such Member has ceased to represent the interest which he purports to represent on such Board:

Provided that no such Member shall be removed unless a reasonable opportunity is given to him of making a representation against the proposed action under this rule.

(8) *Travelling Allowance for Members.*—

(i) The travelling allowance of an official Member shall be governed by the rules applicable to him for journey performed by him on official duties and shall be paid by the authority paying his salary;

(ii) The non-official Members of the Board shall be paid travelling allowance for attending the meeting of the Board at such places as per the instructions issued by Finance Department, Government from time to time. The amount so paid to the non-official members shall be debited from the official account of the Member-Secretary of the Board.

**16. Safety Committee and Safety Officers under section 22.—****1. Safety Committee.—**

(1) In every establishment, -

(i) wherein, two hundred and fifty workers or more are ordinarily employed; or

(ii) which carries on any hazardous process as defined in clause (za) of section 2 or carries operation declared to be dangerous under the Code and employs fifty or more workers; or

(iii) which handles a hazardous substance as defined in clause (h) of rule 2 and employs fifty or more workers;

shall constitute a Safety Committee consisting of representatives of employers and workers.

(2) The tenure of the Safety Committee shall be three years. The Safety Committee shall meet at least once in every quarter.

(3) The employer shall, within a period of fifteen days from the date of receipt of the recommendations of the Safety Committee, take action to implement the recommendations.

**2. Composition of Safety Committee.—** (1) The representatives of the management on Safety Committee, shall consist of,-

(i) A Senior Official, who by his position in the organisation can contribute effectively to the functioning of the Committee, shall be the Chairman;

(ii) A Safety Officer wherever available; and

(iii) A Representative each from the production, maintenance, human resource and purchase departments.

(2) The workers' Representatives on this Committee shall be as equal to the number of representatives of the employer, as elected by the workers:



(3) The Representative of the workers in the Safety Committee shall be chosen in the following manner, namely:-

(a) where, there is a sole negotiating Union or negotiating union under sub-section (2) or sub-section(3) of section 14 of the Industrial Relations Code, 2020 (35 of 2020) or a negotiating council under sub-section(4) of that section 14, or the sole negotiating Union or the negotiating union or the negotiating council, as the case may be, shall nominate the worker's representatives on the Safety Committee and in the case of the negotiating council, the nomination shall be in the manner that every registered Trade Union representing in negotiating council shall be represented in the Safety Committee in proportion to the number of workers of the industrial establishment who are members of such Trade Unions;

(b) where, there is no such sole negotiating Union or negotiating union or negotiating Council as referred to in clause (a), the workers of the industrial establishment shall choose amongst themselves the worker's representatives on the Safety Committee:

Provided that, the employer may, deploy an electronic process of conducting the process of choosing representative of workers over an information technology application, online platform or other similar platform.

Provided further that there shall be adequate representation of women workers on the Safety Committee and such representation shall not be less than the proportion of women workers to the total number of workers employed in the industrial establishment:

Provided also that the tenure of the Members of the Safety Committee shall be three years.

Provided also that in case there is no recognized negotiating union or negotiating council and where any dispute arises regarding choosing of the worker's representative to the Safety Committee, the matter may be referred to the Labour Commissioner who shall after hearing the parties decide the matter and his decision thereon shall be final.

(4) The minutes of the meeting of the Safety Committee shall be recorded and produced to the Inspector-*cum*-Facilitator on demand.

(5) Safety Committee shall have the right to be adequately and suitably informed of,-

(i) potential safety and health hazards to which the workers may be exposed at work place;

(ii) data on accidents as well as data resulting from surveillance of the working environment and of the health of workers exposed to hazardous substances.

3. *Function and duties of the Safety Committee shall include,—*

(i) assisting and co-operating with the management in achieving the aims and objectives outlined in the 'Safety and Health Policy';

(ii) dealing with all matters concerning health, safety and environment and to arrive at practical solutions to problems encountered;

(iii) creating safety awareness amongst all workers;

(iv) undertaking educational, training and promotional activities;

(v) discussing reports on safety, environmental and occupational health surveys, safety audits, risk assessment, emergency and disaster management plans and implementation of the recommendations made in the reports;

(vi) carrying out health and safety surveys and identifying causes of accidents;

(vii) looking into the matters likely to cause danger to the safety and health of the workers and suggest corrective measures; and

(viii) reviewing the implementation of the recommendations made by it.

4. *Qualification for appointment as Safety Officer for Factory and Building and other Construction works or Dock work.—* (1) A person shall not be eligible for appointment as a safety officer relating to factory or building or other construction work or dock work unless he possesses,-

(i) a recognised degree in any branch of Engineering or Technology and has had practical experience in a supervisory capacity for a period of not less than two years; or

(ii) a recognised degree in Physics or Chemistry and has had practical experience in a supervisory capacity for a period of not less than five years; or

(iii) a recognised diploma in any branch of Engineering or Technology and has had practical experience in a supervisory capacity for a period of not less than five years; and

(iv) possesses any Diploma in Industrial Safety conducted by any Institute under Directorate General, Factory Advice Service and Labour Institutes (DGFASLI), Ministry of Labour and Employment, Government of India (or) possesses a Degree (or) a Diploma in Industrial Safety with equivalent syllabus and duration of not less than one year awarded by any University incorporated under the Central or State Acts or Department of Technical Education or Board of Technical Education of any State/Union Territories/Government of India; and

(v) has adequate knowledge of Tamil language:

Provided that the employer shall ensure that the Safety Officer appointed shall acquire adequate knowledge of the language spoken by majority of workers within one year from the date of such appointment.

(2) Notwithstanding anything contained in sub-rule (1), any person who -

(i) possesses a recognised Degree or Diploma in Engineering or Technology and had experience of not less than five years in a Department of the Central or State Government which deals with the administration of the Factories, Building or other Construction workers; or

(ii) possesses a recognised Degree or Diploma in Engineering or Technology and had experience of not less than five years, full-time, on training, education, consultancy, or research in the field of accident prevention in industry or in any institution, shall also be eligible for appointment as a Safety Officer.

5. *Recruitment of Safety Officer.*— (1) The post of Safety Officer to be filled in any factory or building and other construction work or dock work shall be advertised by the concerned employer in a prominent online job portal or at least in two newspapers having wide circulation in the State, out of which one newspaper shall be in Vernacular language and other in English:

Provided that the vacancies in the post of Safety Officers in the Government establishments, Quasi-Government establishments and public undertakings shall be filled up based on the concerned establishment's recruitment policy:

Provided further that, when the post is proposed to be filled by transfer or promotion from among the members of staff in the establishment or group of establishments belonging to the same employer, the vacancy shall be widely published among the prospective staff by suitable methods.

(2) Selection for appointment to the post of Safety Officer by direct recruitment or by transfer or promotion or nomination shall be made from among the candidates applying for the post, through a Selection Committee appointed by the employer of the establishment.

(3) The appointment of the Safety Officer, when made, shall be notified by the employer of the establishment to the Chief Inspector-*cum*-Facilitator, giving full details about the qualifications, age, pay and allowances, previous experience and other relevant particulars of the officer appointed and the terms and conditions of the service applicable to him.

6. *Filling up of the vacancy of the post of Safety Officer.*— Every vacancy in the post of Safety Officer caused by death, dismissal or discharge of the person holding such post or by any other cause, shall be forthwith notified by the Employer to the Chief Inspector-*cum*-Facilitator and shall be filled up within three months of the occurrence of such vacancy.

7. *Number of Safety Officers and conditions of service.*— (1) The number of Safety Officers to be appointed in an establishment, shall be as per the Table below:-

THE TABLE

Sl. No.	Number of workers ordinarily employed in an Establishment	Number of Safety Officers to be employed
(1)	(2)	(3)
1.	Not exceeding 2,000	1 (One)
2.	Above 2,000 but, not exceeding 5,000	2 (Two)
3.	Above 5,000 but, not exceeding 8,000	3 (Three)
4.	Above 8,000 but, not exceeding 10,000	4 (Four)
5.	Above 10,000	5 (Five)

(2) When more than one Safety Officers are appointed, anyone among them shall be designated as the Chief Safety Officer and shall have the status higher than that of others. The Chief Safety Officer shall be in overall charge of the safety functions, as specified in rule 16(VII) and other Safety Officers shall work under his control.

(3) The Chief Safety Officer or the Safety Officer in the case of the establishments where, only one Safety Officer is required to be appointed, shall be given the status of a senior executive equivalent to the Head of Department and he shall work directly under the control of the Chief Executive of the establishment. All the Safety Officers shall be given appropriate status to enable them to discharge their functions effectively.

(4) The Scale of Pay and allowance to be granted to the Safety Officers including the Chief Safety Officer and the conditions of their service shall be the same as those of the other officers of corresponding status in the establishment.

(5) In the case of dismissal or discharge, the concerned Safety Officer shall have the right to appeal to the Chief Inspector-*cum*-Facilitator, whose decision thereon shall be final and binding upon the employer of the establishment.

(6) The appeal shall be preferred within thirty days from the date of the receipt of the order of dismissal or discharge by the Safety Officer concerned.

8. *Duties of Safety Officer.*— The duties of the Safety Officers shall be to advise and assist the Establishment in the fulfillment of its obligations, statutory or otherwise, concerning prevention of personal injuries and maintaining a safe working environment. These duties shall include the following, namely:-

(1) to advise the concerned departments in planning and organizing measures necessary for the effective control of personal injuries;

(2) to advise on safety aspects in all job studies and to carry out detailed job safety studies of selected jobs;

(3) to check and evaluate the effectiveness of the action taken or proposed to be taken to prevent personal injuries;

(4) to advise the purchasing and stores departments in ensuring high quality and availability of personal protective equipment;

(5) to advise on matters relating to carrying out of plant safety inspections;

(6) to carry out plant safety inspections in order to observe the physical conditions of work and the work practices and procedures followed by workers and to render advice on measures to be adopted for removing the unsafe physical conditions and preventing unsafe actions by workers;

(7) to render assistance on matters relating to reporting and investigation of industrial accidents and occupational diseases;

(8) to investigate all accidents and near-miss incidents;

(9) to render assistance for the cases of industrial diseases contracted and in respect of dangerous occurrences specified in rule 8;

(10) to render assistance on the maintenance of such records as are necessary relating to accidents, dangerous occurrences and industrial diseases;

(11) to organise in association with the concerned Department or campaigns, competitions, contests and other activities which will develop and maintain the interest of the workers in establishing and maintaining safe conditions of work and procedure; and

(12) to design and conduct either independently or in collaboration with the Training Department, suitable training and educational programs for the prevention of personal injuries and for the propagation of safety awareness.

## CHAPTER-V

### HOURS OF WORK AND ANNUAL LEAVE WITH WAGES

**17. Conditions for exemption of workers from weekly and compensatory holidays under sub-section (2) of section 26.—** (1) For the purposes of section 26, there shall be displayed in a conspicuous place outside the office of every establishment, a notice showing the weekly day of rest. Where the weekly day of rest is not the same day for all persons employed in the establishment, the notice shall show the day of rest allowed to each relay, or set of persons or individual in English and in vernacular language.

(2) Except in the case of worker engaged in any work which for technical reasons must be carried on continuously throughout the day, the compensatory holidays to be allowed under sub-section (3) of section 26 of the Code shall be so spaced that not more than two compensatory holidays are given in one week.

(3) The Manager of the establishment shall display, on or before the end of the month in which holidays are lost, a notice in respect of workers allowed compensatory holidays during the following month and of the dates thereof, at the place at which the notice of periods of work prescribed under section 26 is displayed. Any subsequent change in the notice in respect of any compensatory holiday shall be made not less than three days in advance of the date of that holiday.

(4) Any compensatory holiday or holidays to which an worker is entitled shall be given to him before he is discharged or dismissed and shall not be reckoned as part of any period of notice required to be given before discharge or dismissal.

**18. The total number of hours of overtime under second proviso of section 27.—** (1) In pursuance of section 27 of the Code, where in an establishment a worker works for more than eight hours in any day or for more than forty-eight hours in any week, as the case may be, he shall in respect of such overtime work be entitled to wages at the rate of twice his ordinary rate of wages and shall be paid for such overtime at the end of each wage period.

(2) In calculating overtime on any day, a fraction of an hour between 15 to 30 minutes shall be counted as 30 minutes and in case of more than 30 minutes it shall be rounded and shall be counted as an hour on actual basis.

(3) In calculating the wages or earnings in the case of a worker paid by the month, the daily wages shall be 1/26th of his monthly wages; and in the case of any other worker, it shall be the daily wages or earnings as the case may be.

(4) The spread over for the workers shall exceed twelve hours in any one day under the following works and circumstances in factories and building and other construction, namely: -

- (i) Urgent repairs;
- (ii) Work in the nature of preparatory or complimentary work;
- (iii) Work which is necessarily so intermittent that the intervals during which they do not work while on duty ordinarily amount to more than the intervals for rest;
- (iv) Work which for technical reasons must be carried on continuously;
- (v) Engaged in making or supplying articles of prime necessity which must be made or supplied every day;
- (vi) Engaged in a process which cannot be carried on except during fixed seasons;
- (vii) Engaged in a process which cannot be carried on except at times dependent on the irregular action of natural forces;
- (viii) Engaged in engine rooms or boiler houses or in attending to power plant or transmission machinery;
- (ix) Engaged in process on account of the break-down of machinery;
- (x) Engaged in the loading or unloading of railway wagons or lorries or trucks;
- (xi) Exceptional press of work and engaged in any work, which is notified by the Central Government/Government of Puducherry in the Official Gazette as a work of national importance;



Provided that no worker shall be allowed to work overtime exceeding one hundred twenty-five hours in any quarter of a year.

**19. Circumstances for exemption from restriction on double employment in a factory under section 30.**— The Government may in exceptional cases as it deems proper exempt any establishment or any person on double employment under this section by notification in Official Gazette assigning full justification of such order/ notification.

**20. The form of notice, manner of display of such notice and the manner in which such notice shall be sent to the Inspector-cum-Facilitator under sub-section (2) of section 31.**— The notice referred to in sub-section (2) of section 31 shall be displayed at conspicuous places on a notice board or electronic board and maintained in Form-VIII and copy of such notice shall be sent to Inspector-cum-Facilitator electronically or by registered post or otherwise.

## CHAPTER-VI

### MAINTENANCE OF REGISTERS, RECORDS AND RETURNS

**21. The form of register and particulars of workers under clause (a) of section 33.**— (1) Every employer shall maintain register of workers containing the particulars of their wages, overtime, fine, deduction for damage or loss in Form-IX electronically or otherwise and shall be kept available at an office or the nearest convenient building within the precincts of the establishment.

- (2) (i) in case of manual registers and other records, be legibly entered in ink in English and the regional language in which the establishment is situated in the Union territory of Puducherry;
- (ii) be preserved in original for a period of one calendar year after the date of the last report or entry:

Provided that when the original record is lost or destroyed before the expiry of one year period, true copies thereof, if available, shall be preserved for the prescribed period.

(3) The record as prescribed under sub-rule (1) and sub-rule (2) shall be produced, electronically or by registered post, on demand before the Chief Inspector-cum-Facilitator or an Inspector-cum-Facilitator or any person authorized in that behalf by the Government.

**22. The manner and form of displaying notices under clause (b) of section 33.—** Every employer shall cause to display at a conspicuous place of the workplace of the establishment under his control, notice showing the name and address of the establishment, hours of work, wage period, date of payment of such wages, details of accident and dangerous occurrence in the establishment for the last five years, name and address of the Inspector-*cum*-Facilitator having jurisdiction to such establishment and date of payment of unpaid wages to such workers in English, Tamil, or in any other regional language of the region in which the establishment is situated in the Union territory of Puducherry as the case may be.

**23. Return, manner of filing the return and periods of filing return to Inspector-*cum*-Facilitator under clause (d) of section 33.—**  
(1) Every employer of an establishment shall send annually a return relating to such establishment in duplicate in Form-X to the Inspector-*cum*-Facilitator having jurisdiction so as to reach him not later than 1st February following the end of each calendar year with a copy to Director-General, Labour Bureau, Shimla.

(2) *Register of accident and dangerous occurrences.*— The register of dangerous occurrences required by sub-clause (v) of clause (a) of section 33 of the Code shall be maintained in Form-XI.

(3) *Register of leave with wages under sub-clause (v) of clause (a) of section 33.*—

(i) The employer of every establishment shall maintain in respect of every worker thereof a record of leave with wages electronically or manually in Form-XII;

(ii) The register mentioned in clause (i) shall be preserved for a period of two years after the last entry in them has been made and shall not be destroyed even after the expiry of that period unless it has been properly transferred to the new register.

**CHAPTER-VII****INSPECTOR-CUM-FACILITATOR AND OTHER AUTHORITY**

**24. The qualification and experience of Chief Inspector-cum-Facilitator under sub-section (5) of section 34.**— The Government may appoint an officer not below the rank of Labour Commissioner as Chief Inspector-cum-Facilitator for the whole of the Union territory of Puducherry under the provisions of this Code.

**25. The manner of taking samples of any article or substance found in any premises and air of atmosphere under clause (x) of sub-section (1) of section 35.**— An Inspector-cum-Facilitator shall take samples or substances in an establishment as per the inspection scheme mandated under official portal of the Labour Department after informing the employer/occupier/Manager of the establishment, taken in the manner hereinafter providing a sufficient sample of any substance used or intended to be used in the establishment such use being-

(a) in the belief of the Inspector-cum-Facilitator in contravention of any of the provisions of this Code or the rules made thereunder; or

(b) in the opinion of the Inspector-cum-Facilitator likely to cause bodily injury to, or injury to the health of employee in the establishment.

(2) Where the Inspector-cum-Facilitator takes a sample under sub-rule (1), he shall, in the presence of the employer or employer's representative informed under that sub-rule unless such person willfully absents himself, divide the sample into three portions and effectively seal and suitably mark them, and shall permit such person to add his own seal and mark thereto.

(3) The person informed as aforesaid shall, if the Inspector-cum-Facilitator so requires, provide the appliance for dividing, sealing and marking the sample taken under this rule.

(4) The Inspector-cum-Facilitator shall,-

(i) forthwith give one portion of the sample to the employer or employer representative;

(ii) forthwith send the second portion to a Government laboratory or National Accreditation Board for Testing and Calibration Laboratories (NABL) accredited laboratory for analysis and report thereon; and

(iii) retain the third portion for production to the Court before which proceedings, if any, are instituted in respect of the substance.

(5) Any document purporting to be a report under the hand of any Government Analyst or NABL accredited laboratory upon any substance submitted to him for analysis and report under this rule, may be used as evidence in any proceeding instituted in respect of the substance.

**26. The other powers to be exercised and duties to be performed by the Inspector-cum-Facilitator under clause (xiv) of sub-section (1) of section 35.—** (1) If, it appears to the Inspector-cum-Facilitator that any building or part of a building or any part of the ways, machinery or plant in a factory is in such a condition that it is dangerous to human life or safety or health, he may serve on the employer/occupier/Manager of the factory an order in writing specifying the measures which in his opinion should be adopted and requiring them to be carried out before a specified date.

(2) If, it appears to the Inspector-cum-Facilitator that the use of any building or part of a building or any part of the ways, machinery or plant in a factory involves imminent danger to human life or safety or health, he may serve on the occupier of the factory an order in writing prohibiting its use until it has been properly repaired or altered.

(3) Inspector-cum-Facilitator shall, after every inspection, as may be deemed necessary, issue prohibition or improvement notice in Form-XIII pointing out the non-compliance of provisions of safety, health and working conditions under the Code, and rules and regulations framed thereunder, to the employer of the establishment.

(4) An Inspector-cum-Facilitator shall, at each inspection, ascertain to what extent any shortcomings notified at a previous inspection have been rectified and the notices previously issued have been complied with. His findings and any shortcomings which may come to light during the inspection, together with any order passed by him under the Code or the regulations made thereunder shall be recorded and maintained.

**27. The specialized qualification and experience, duties and responsibilities of experts to be empanelled under section 37.—**

*(1) Eligibility of the Firm.—*

(i) The Firm should be registered body corporate in India under appropriate legal framework, such as Companies Act, 2013 (Central Act No. 18 of 2013) or Limited Liability Partnership Act, 2008 (Central Act No. 6 of 2009);

(ii) The Firm should be registered in Labour Department;

(iii) The Firm should have experience and authorization to undertake and evaluate labour regulatory compliance;

(iv) The Firm should have Labour Law Auditor and Technical Auditor on company pay roll.

*(2) Eligibility of Labour Law and Technical Auditor.—*

**(i) Eligibility: Labour Law Auditor—**

(a) should be having a minimum of 7 years of experience in Labour Law matters; or should be having a minimum of 7 years of experience as a legal practitioner under Labour Law; or should have served as Labour Enforcement Officer or above for 7 years;

(b) should not currently be a part-time/full-time employee in any unit/establishment in the Union territory of Puducherry or its subsidiaries or branches elsewhere in the country;

(c) should not be of an age more than 65 years;

(d) should be medically fit to carry out inspection procedure;

**(ii) Eligibility: Technical Auditor,—** should have one-year full time Diploma in industrial safety recognized by the Board of Technical Education or All India Council of Technical Education or recognized University; and either of the following qualifications:-

(a) Degree in branch of Chemical, Mechanical, Electrical or Production Engineering and having five years' experience in manufacturing, maintenance, design, project or safety department in supervisory or above capacity in factories; or

(b) Diploma in branch of Chemical, Mechanical, Electrical or Production Branch Engineering and having seven years' experience in manufacturing, maintenance, design, project or safety department in supervisory or above capacity in factories; or

(c) Degree of Bachelor of Science with Physics and/or Chemistry and having ten years' experience in manufacturing or safety.

(3) *Competent person under clause (1) of sub-section (1) of section 2 of the Code.—*

(i) The Chief Inspector-*cum*-Facilitator may recognize any person as 'competent person' for the area and for the period as specified in Schedule-A:

Provided that the Chief Inspector-*cum*-Facilitator may relax the requirements of qualifications in respect of 'competent person' with the prior approval of the Government of Puducherry:

Provided further that the competent person recognised under sub-rule (3) shall not be above the age of sixty-five years and shall be physically fit for the purpose of carrying out the requisite tests, examination and inspection.

(ii) The Chief Inspector-*cum*-Facilitator may recognise an institution of repute, having persons possessing qualification and experience as specified in the Schedule-A, as 'competent person' and issue a Certificate of Competency in its favour in Form-XX.

(iii) The Chief Inspector-*cum*-Facilitator on receipt of an application in Form-XVIII from a person or from an institution in Form-XIX, as the case may be, intending to be recognized as a competent person for the purposes of the Code and the rules made there under, shall register such application and after satisfying himself as regards competence and facilities available at the disposal of the applicant may recognise the applicant as a competent person. Such application shall be disposed of either by issuing a certificate of competency in Form-XX or by rejecting the same specifying reasons thereof, within a period of sixty days.

(iv) The Chief Inspector-*cum*-Facilitator, if, he has reason to believe that a competent person,-

(a) has violated any condition stipulated in the certificate of competency; or

(b) has carried out a test, examination and inspection or has acted in a manner inconsistent with the intent or the purpose of the Code or the rules made thereunder, or has omitted to act as required under the Code or the rules made thereunder; or

(c) for any other reason to be recorded in writing, may revoke the certificate or competency after giving an opportunity of being heard to the competent person.

*Explanation:-* For the purpose of this rule, an institution includes an organization (including Government, autonomous, co-operative, corporate or private).

(v) The Chief Inspector-*cum*-Facilitator may, for reasons to be recorded in writing, direct for the recertification of any of the area as defined in Schedule-A as the case may be which has been certified by a competent person outside this Union Territory.

**28. The manner of providing alternative employment under sub-clause (d) of clause (A) of sub-section (1) of section 38.—** The occupier of the factory may take necessary steps for providing employment to the workers affected by the order of prohibition issued by Inspector-*cum*-Facilitator under sub-clause (a) of clause (A) of sub-section (1) of section 38 and as far as practicable provide alternate employment to the workers so affected. Where, it may not be possible for the occupier to provide such employment, he shall be responsible for making payment of salary/wages to the affected workers during the period for which the prohibition order is in operation.

**29. The qualification for the appointment of Medical Practitioner under sub-section (1) of section 42.—** The medical practitioner shall be a Medical Officer who possesses any recognized medical qualification as defined in the National Medical Commission Act, 2019 (Central Act No. 30 of 2019) and who is enrolled on an Indian Medical Register as defined in clause (m) and on a State Medical Register as defined in clause (v) of section 2 of the said Act.

**30. Duties of Medical Officer under sub-section (2) of section 42.—** (1) On receipt of a reference under clause (c) of sub-section (2) of section 42 of the Code, the Medical Officer shall, after giving prior notice regarding date, time and place for medical examination and upon examining the person sent for such examination, prepare the age and fitness certificate and deliver the same to the employer of the establishment concerned after retaining a copy thereof.

(2) The Medical Officer may seek opinion of specialists like radiologist, Dentist and Orthopaedic Surgeon as the case may be, for the purpose of determination of age.

(3) Medical Officer shall carry out such examination and furnish such report as the Government may direct.

(4) For examination and certification of employees in an establishment in such dangerous occupation or processes as specified in First Schedule to the Code.

(5) For medical supervision of any establishment or class of establishment where cases of chronic occupational illness have occurred due to arduous nature of any process carried on or hazardous condition of work.

(6) In respect of any establishment or class of establishment or description of establishment in which operations involve any risk of injury to the health of any person or class of persons employed therein,—

(a) to undertake occupational health survey for any or class of an establishment, where cases of illness have occurred or there is prevalence of diseases as prescribed in Third Schedule of the Code;

(b) to assess the age and issue fitness of adolescent for employment in an establishment or class of establishment.

**31. Other establishment engaged in the dangerous occupation or processes under clause (a) of sub-section (2) of section 42.—** The Medical Officer shall perform the examination and certification of the workers in a factory or in such other establishments engaged in dangerous occupation and processes as specified in Schedule-B annexed with these rules.



**32. Medical supervision and other establishment under clause (b) of sub-section (2) of section 42.—** The Medical Officer shall perform the examination and certification of the workers in a factory or in such other establishments where the cases of illness have occurred which it is reasonable to believe are due to the nature of any process carried on or other conditions of work prevailing in such establishments and inform the Occupier, Employer, Manager, Chief Inspector-*cum*-Facilitator and the appropriate Government for study and remedial measures as may be required in this behalf.

**33. Other establishment under clause (c) of sub-section (2) of section 42.—** The Medical Officer shall perform the examination and certification of an adolescent worker for the purpose of ascertaining his fitness of employment in a factory, motor transport undertaking or in any other establishments as specified in Schedule-B annexed with these rules.

## CHAPTER-VIII

### SPECIAL PROVISIONS RELATING TO EMPLOYMENT OF WOMEN

**34. Conditions relating to safety, holiday and working hours or any other condition to be observed by the employer under section 43.—** The following conditions shall be met for employment of women during night or before 6.00 a.m. and beyond 7.00 p.m. in any day, namely:—

- (1) the consent of women worker shall be taken;
- (2) no women shall be employed against the maternity benefit provisions laid down under the Social Security Code, 2020 (Central Act No.36 of 2020);
- (3) adequate transportation facilities shall be provided to women worker to pick-up and drop such worker at her residence;
- (4) the workplace including passage towards conveniences or facilities concerning toilet, washrooms, drinking water, entry and exit of women worker should be well-lit;
- (5) the toilet, washroom and drinking facilities should be near the workplace where such women workers are employed;

(6) provide safe, secure and healthy working conditions such that no women worker is disadvantaged in connection with her employment;

(7) in case of below ground mine not less than 3 women workers shall be on duty at any place;

(8) the provisions of the Sexual Harassment of Women at Work place (Prevention, Prohibition and Redressal) Act, 2013 (Central Act No. 14 of 2013), as applicable to the establishments, shall be complied with.

**35. Adequate safety of employment of women under section 44.—**

(1) Notwithstanding anything contained in any rule made under the Code, every woman employed in manufacturing process wherein, dust or fume or other impurity is given off, shall be provided with suitable respirator, nose mask, *etc.*

(2) No woman worker shall be engaged to work near the machinery in motion without wearing adequate safety apparel so as to avoid the risk of bodily injury from any moving part.

(3) Notwithstanding the provisions under clause (iv) of sub-section (1) of section 24, suitable arrangements for sitting shall be provided and maintained separately for all women obliged to work in the standing position, in order that they may take advantage of any opportunities for rest which may occur in the course of their work.

(4) As far as practicable woman worker shall not be engaged in any workplace involving poor ergonomics detrimental to the safety and health.

(5) The employer carrying on hazardous process and dangerous operations shall disseminate the information to every woman in relation to dangers, physical and health hazards arising from the exposure, handling, transportation, storage and other processes involved therein and such information shall be in Tamil and in the language understood by every woman.

**CHAPTER-IX****SPECIAL PROVISION FOR CONTRACT LABOUR, INTER-STATE MIGRANT EMPLOYEE, AUDIO VISUAL EMPLOYEE ETC.**

**36. Conditions including hours of work, fixation of wages and other essential amenities in respect of contract labour under clause (a) of sub-section (3) of section 47.—** (1) The contractor shall ensure that,—

- (a) the hours of work shall conform to the rules made under section 25 of the Occupational Safety, Health and Working Conditions Code, 2020 (Central Act No.37 of 2020);
- (b) the wages shall be paid in accordance with the Code on Wages, 2020 (Central Act No.29 of 2020);
- (c) if, when the contract worker of the contractor is working at the premises of the principal employer, then it shall be the responsibility of the principal employer to provide the facilities or amenities such as toilet, washroom, drinking water, bathing facilities if required, changing room, first aid box, canteen and crèche;
- (d) all other facilities and entitlements shall be provided by the contractor;
- (f) he shall intimate within fifteen days of the receipt of a contract work order about the details of the contract work order and in the manner as under this rule.

(2) In case the contractor fails to make payment of minimum wages to the contract worker, then the Labour Commissioner, Puducherry or the Deputy Labour Commissioner, shall cause such payment to be made to the contract workers who have not been paid out of the security deposit maintained under this, included by invoking the bank guarantee.

**37. The form and manner of application and the particulars which such application shall contain regarding the number of contract labour, nature of work for which contract labour is to be employed and other particulars including the information relating to the employment of Inter-State migrant employees under sub-section (1) of section 48.—** Every application by a contractor for the grant of a licence shall be made online electronically through Official Portal of Labour Department of Puducherry Government in Form-XIV to the Licensing Officer.

The Licensing Officer may issue the licence to the contractor in Form-XV electronically immediately, if, the application is complete in all respects, but, not later than seven days from the date of submission of complete application, failing which, such licence shall be deemed to have been issued and the licence shall be auto generated:

Provided that in exceptional circumstances the Government of Puducherry may, for such period, by notification, dispense with requirement of electronic registration, in respect of any class of contractors, for any part or whole of Puducherry, and submission of application in the form so provided, may be allowed.

**38. The procedure under sub-section (2) of section 48.—**

(1) Before a licence is issued under any rule of these rules, Bank guarantee for an amount calculated at the rate of rupees one thousand for each of the worker to be employed as contract labour, in respect of which the application for licence has been made, shall be deposited by the contractor for performance of the conditions of the licence and compliance with the provisions of the Code or the rules made thereunder.

(2) Wherein, the issued contract licence had expired, based on the request of the applicant, the Licensing Officer may adjust the security deposit in respect of his application for new licence to be issued in Form-XV.

(3) The fees to be paid for the grant of a license shall be as specified in the table below, namely:-

(a) 50 but, does not exceed 100 contract labour	₹ 15,000
(b) 101 but, does not exceed 300 contract labour	₹ 20,000
(c) 301 but, does not exceed 500 contract labour	₹ 30,000
(d) 501 but, not exceeding 1000 contract labour	₹ 40,000
(e) 1001 but, not exceeding 5000 contract labour	₹ 50,000
(f) 5001 and above contract labour	₹ 60,000

**39. Manner of applying for the renewal of licence and the manner of renewal of licence under sub-section (3) of section 48.—** (1) Every contractor shall apply electronically on the Official Portal of Labour Department of Puducherry to the licensing authority for renewal of the licence.

(2) Every such application shall be submitted on the said portal at least 30 days prior to expiry of licence period but, not before 90 days of such expiry of licence.

(3) The security deposit and the fee chargeable for renewal of the licence shall be the same as for the grant of licence under rule 38:

Provided that if, the application for renewal is not received within the time specified in sub-rule (2), an additional fee of twenty-five per cent, shall be payable for such renewal.

(4) Every application for renewal, complete in all respects, shall be made on the portal of the Labour Department. The renewal certificate shall be auto generated and the same may be downloaded by the applicant from the portal.

**40. Responsibility of the Contractor under sub-section (4) of section 48.—** (1) The rates of wages payable to the workers by the Contractor shall not be less than the rates prescribed under the Code on Wages, 2020 (Central Act No. 29 of 2019) and where the rates have been fixed by agreement, settlement or award, not less than the rates fixed by such agreement, settlement or award, as the case may be.

(2) In case, where the worker employed by the contractor performs the same or similar kind of work as the worker directly employed by the principal employer of the establishment, the wage rates, holidays, hours of work and other conditions of service of the workers of the contractor shall be the same as applicable to the workers directly employed by the principal employer of the establishment on the same or similar kind of work. In case of any dispute whether the work is of similar kind, the matter be referred to the Deputy Labour Commissioner whose decision thereon shall be final.

(3) In other cases, the wage rates, holidays, hours of work and conditions of service of the employees of the contractor shall be such as specified under the Code and rules made thereunder.

(4) All contract labour shall be made member of Employees Provident Fund Organisation and Employees State Insurance Corporation subject to applicability as under respective provisions of the Code on Social Security, 2020 (Central Act No. 36 of 2020).

(5) The contractor shall notify any change in the number of workers or conditions of work to the Licensing Authority, electronically.

**41. The manner of intimation of work order and time limit for such intimation under sub-section (1) of section 50.—** (1) Every Contractor shall within fifteen days of the receipt of a contract work order, intimate about the contract work order containing the details such as the name of the principal employer, address of the premises where work is being undertaken, date of commencement of the contract work, the number of contract labour employed under that work order, duration of work orders.

(2) The details of work order shall be sent by the Contractor or his authorized representative.

(3) The intimation shall be sent electronically on the Official Portal of Labour Department of Puducherry or e-mail of the Labour Commissioner, Puducherry, the licencing Authority and the Deputy Labour Commissioner, Puducherry.

**42. The manner of suspending or cancelling the licence under sub-section (2) of section 50 and section 51.—** (1) If, the Licensing Authority is satisfied that the licence has been obtained by misrepresentation or suppression of any material fact or if, the contractor has failed to comply with the conditions subject to which licence was granted or the Contractor has contravened any provision of Part-I, Chapter-XI of the Code or rules made thereunder, the Licensing Authority shall issue a show cause notice of 30 days to the contractor electronically or otherwise. On receipt of the reply, if any, from the Contractor within 30 days, the Licensing Authority shall examine the same and in case the Licensing Authority feels that the continuation of contract business by the contractor is going to lead to grave harm to the workers, he may pass a Speaking Order recording the reasons for revocation or suspension or otherwise and communicate to the Contractor electronically. A copy of the Order shall be endorsed to the Labour Commissioner, Puducherry, Deputy Labour Commissioner/ Joint Chief Inspector-*cum*-Facilitator having jurisdiction.

(2) If, the Contractor has not complied with the said provisions of the Code and rules made thereunder within the stipulated time period, the Licensing Authority shall revoke the suspension giving a Speaking Order or else the suspension may be continued.

(3) If, the Contractor fails to comply with the directions as in sub-rule (1), the Licensing Authority may forthwith pass an order of revocation of licence, recording the reasons thereof and communicate to the Contractor electronically or otherwise. The copy of the order shall be endorsed electronically or otherwise to Labour Commissioner, Puducherry, Deputy Labour Commissioner/Joint Chief Inspector-cum-Facilitator having jurisdiction as the case may be.

**43. The period before which the wages shall be paid under sub-section (1) of section 55.—** (1) The Contractor shall fix the wage periods in respect of which wages shall be payable and no wage period shall exceed one month.

(2) The wages of every person employed as contract labour in an establishment or by a Contractor shall be paid before the expiry of seventh day after the last day of the wage period in respect of which the wages are payable.

(3) The wages shall be disbursed through Bank transfer or electronic mode and any other mode prescribed under Code on Wages, 2019 (Central Act No.29 of 2019).

**44. The mode of payment of wages under proviso to sub-section (2) of section 55.—** Every Contractor to whom this Code applies shall make the disbursement of wages through Bank transfer or electronic mode and inform the principle employer electronically or otherwise the amount so paid by such mode provided that where it is not practicable to disburse payment in the mode specified in this rule then the payment shall be made in the mode other than electronic mode as prescribed under relevant provisions of Code on Wages, 2019 (Central Act No. 29 of 2019).

**45. The manner of payment of wages from security deposit under sub-section (4) of section 55.—** If, the Contractor or Principal employer does not pay the wages to the contract labour employed by him, the Labour Commissioner, Government of Puducherry or his representative or the Competent Officer as may be notified by Government of Puducherry shall conduct or cause to conduct, an inquiry and after giving an opportunity to be heard to the Contractor shall pass an order to make payment, if any, of such wages from the amount deposited by the Contractor as security deposit and the bills of the Contractor as the case may be. The Contractor shall refund the security deposit within a period of 30 days or else his licence will be liable to be suspended.

**46. The form of issuing experience certificate under section 56.**— Contractor concerned, shall issue on demand, experience certificate in Form-XVI to the contract labour giving details of the period, work performed, experience gained in various fields performed by such contract labour.

**47. The form and manner of making application under clause (b) of sub-section (2) of section 57.**— If, a question arises as to whether any activity of an establishment is a core activity or otherwise, the aggrieved party may make an application, to the Secretary to Government (Labour), Government of Puducherry giving reasons along with supporting documents.

**48. Period of making report and the period of deciding the question under clause (c) of sub-section (2) of section 57.**— On receiving the application under clause (b) of sub-section (2) of section 57, the Secretary to Government (Labour), Government of Puducherry shall if, he deems proper, refer the application to the Labour Commissioner, Government of Puducherry for making such inquiry as may be required and the Labour Commissioner shall submit the report/ recommendation to the Secretary to Government (Labour) within thirty days for taking appropriate action under these rules and the Secretary to Government (Labour), Government of Puducherry shall decide the matter within one month from the date of receipt of such report/ recommendation and communicate the said decision of the Government to the parties through electronically or otherwise for implementation of the said order of the Government.

**49. Minimum service for entitlement, periodicity class of travel and other matters under section 61.**— The employer shall pay a lump sum amount on account of fare for to and fro journey to inter-state migrant worker by train (not less than II Class Sleeper) or by bus or any other mode of passenger transport from the place of employment to the place of residence in the home town, if,-

(1) He has worked for a period of not less than 180 days in the concerned establishment(s) in preceding twelve months:



Provided that the journey allowance shall be given to an Inter-State migrant worker once in twelve months.

(2) In the event of change of employer by the Inter-State migrant worker during the middle of the employment period who has not availed the journey allowance from his previous employer, then on the basis of a certificate to be given by Inter-State migrant worker, the employer where the Inter-State migrant worker is now working and the such worker has completed one hundred and eighty days in the preceding twelve months including the period spent with the previous employer, then the employer shall give journey allowance.

**50. Manner of providing facility of toll-free helpline under section 63.—** A Toll Free helpline number shall be provided by the Labour Department, Government of Puducherry, to address queries and grievances of the Inter-State migrant workers.

**51. Manner of providing for study of inter-state migrant workers under section 64.—** The Government of Puducherry may identify the fields where studies are to be carried out to promote safety, health and welfare of Inter-State migrant workers. Wherever required, the Government of Puducherry may also consult the Central Government or expert organizations involved in the safety, health and welfare of Inter-State migrant workers.

**52. Authority to whom a copy of the agreement shall be forwarded by the producer under sub-section (3) of section 66.—** The Government of Puducherry may notify an officer not below the rank of Deputy Labour Commissioner as Authority for the purpose of these rules. The form of agreement for the audio-visual workers with the Producer shall be given in Form-XVII.

**53. Details under clause (vii) of sub-section (4) of section 66.—** The procedure for reference of dispute to the Conciliation Officer or an Industrial Tribunal shall be in conformity with the Industrial Relations Code, 2020 (Central Act No. 35 of 2020) and rules framed thereunder.

**CHAPTER-X****SPECIAL PROVISIONS TO FACTORIES**

**54. Submission of plans for approval in respect of factory or class or description of factories under sub-section (1) of section 79.**— The Government or the Chief Inspector-*cum*-Facilitator may require for the purposes of the Code, submission of plans of any factory which has either in existence on the date of commencement of these rules or which had not been constructed or extended since then. Such plans shall be drawn to scale showing:-

(a) the site of the factory and immediate surrounding including adjacent buildings and other structures, roads, drains, *etc.*;

(b) the plan, elevation and necessary cross-sections of the factory buildings indicating all relevant details relating to natural lighting, ventilation and means to escape in case of fire, and the position of the plant and machinery, aisles and passage ways; and

(c) such other particulars as the Government or the Chief Inspector-*cum*-Facilitator, as the case may be, may require.

**55. Approval and Licensing of factories under sub-section (2) of section 79.**— (1) No building shall be constructed or used as factory unless plans in respect of such building are approved by the Chief Inspector-*cum*-Facilitator.

(2) No addition/alteration or extension in the existing factory building shall be made unless plans in respect of such additions, alterations or extensions are approved by the Chief Inspector-*cum*-Facilitator.

(3) Application for approval of the plans shall be made electronically in Form-XXI along with the following plans and documents to the Inspector-*cum*-Facilitator: -

(i) Flow chart of the manufacturing process giving a brief description of the process in its various stages;

(ii) Site plan shall be drawn to a scale of showing the site of the factory and immediate surroundings including adjacent buildings and other structures, roads, drains, *etc.*;

(iii) The building plans elevations and necessary cross-sections drawn to scale showing all relevant details relating to natural lighting, ventilation, and means of escape in case of fire, position of plant and machinery, aisles and passage ways;

(iv) All dimensions in plan shall be indicated in metric units.

(v) Colouring of plans shall be as under:-

Sl. No.	Item	Site and Building Plan (on white background)
(1)	(2)	(3)
1.	Plot line	Thick Black
2.	Building lines	Thin Black
3.	Open space	No colour
4.	Construction to be approved	Blue filled in
5.	Work proposed to be demolished	Yellow filled in
6.	Proposed construction	Brown filled in
7.	Already approved construction	Orange filled in
8.	Revised/Altered building	Pink filled in
9.	Fire escapes	Orange dotted
10.	Any other	Purple dotted

(vi) Building Plans shall be uploaded in computerized/ electronic mode only and duly signed by the occupier.

(vii) The plans and layouts of factory buildings shall be prepared and duly signed with qualification and address by a person possessing a diploma or degree in Civil/Architecture/ Structural Engineering.

(viii) Such other particulars as the Inspector-cum-Facilitator may require in relation to the approval.

(4) The application referred to in sub-rule(3) shall be accompanied by payment of fee electronically as specified in below for the purpose of scrutiny and evaluation of such Plans,

(i) Small Scale Industries	₹ 250
(ii) Medium Scale Industries	₹ 2,000
(iii) Large Scale Industries	₹ 5,000

(5) If, the Inspector-*cum*-Facilitator is satisfied that the plans and documents are in consonance with the requirements of the rules, he shall forward the plans and documents to the Chief Inspector-*cum*-Facilitator for approval. The Chief Inspector-*cum*-Facilitator after being similarly satisfied, shall approve the plans.

Provided that where the plans and documents fall short of the requirements of these rules, the Inspector-*cum*-Facilitator or Chief Inspector-*cum*-Facilitator as the case may be shall return the documents to the applicant for modifications and corrections as suggested therein:

Provided further that the plans shall not be deemed to have been submitted till such time as they are re-submitted duly modified and amended and if, such information is not furnished or revised plans are not sent by the occupier within a period of 90 days from the date of seeking such information or calling for revised plans, the application shall be deemed to have lapsed and no further action shall be taken thereon. If, the occupier of factory so desires, he may submit an application along with payment of requisite fee electronically as specified in sub-rule (4).

Provided further that in exceptional circumstances, the Government of Puducherry may, for such period, by notification, dispense with requirement of electronic submission, in respect of a factory or class of factories, or part or whole of Puducherry, and submission of application in the Form so provided, may be allowed.

(6) The internal height of a workroom in the case of a building having a brick or concrete roof, or a combination of the two, the minimum height may be 3.05 m if, approved by the Chief Inspector-*cum*-Facilitator.

(7) There shall be provided at all times for each person employed in any room of a factory where mechanical or electrical power is used, at least 3.3 square meter of floor space exclusive of that occupied by machinery and a breathing space of at least 14.2 cubic meter.

(8) The provisions of sub-rule (5) of this rule shall not apply to rooms intended for storage, godowns and like purposes and also rooms intended solely for office purposes where only clerical work is done.

(9) No manufacturing process shall be carried on in any building or part of a building whether newly constructed, reconstructed or extended, or in any building which has been taken into use as a factory or part of a factory until a Certificate of Stability in respect thereof, in Form-XXII signed by a competent person has been sent by the occupier or Manager of the factory to the Chief Inspector-*cum*-Facilitator electronically or otherwise and accepted by him. Neither any new plant nor machinery shall be added to any building of a factory nor brought into use after such addition until a certificate of stability in Form-XXII signed by a competent person in respect thereof has been sent by the occupier or Manager of the factory to the Chief Inspector-*cum*-Facilitator electronically or otherwise and accepted by him.

(10) The employer seeking grant of a licence or its renewal thereof shall apply electronically through the official Portal of the Labour Department, Government of Puducherry by giving details about the factory as specified in the Form-II The Form shall be signed digitally or in any other manner as may be required on the portal. The applicant shall be responsible for veracity of all information submitted in the application:

Provided that the occupier of the premises in use as a factory on the date of commencement of these rules shall submit such an application within thirty days from the commencement of these rules.

(11) Licence for a factory shall be granted in Form-XXIII by the Chief Inspector-*cum*-Facilitator or any other officer appointed and specially empowered in this behalf by the Chief Inspector-*cum*-Facilitator

electronically immediately, if, the application is complete in all respects, but, not later than seven days from the date of submission of complete application, failing which such licence shall be deemed to have been issued and the licence shall be auto generated:

Provided that in exceptional circumstances the Government of Puducherry may, for such period, by notification, dispense with requirement of electronic submission, in respect of a factory or class of factories, in part of or whole of Puducherry, and submission of application in the form so provided, may be allowed.

(12) Every application for renewal, complete in all respects, shall be made on the portal of the Labour Department and shall be made not less than sixty days before the date on which the licence expires and if, the application is complete in all respects, the renewal certificate shall be auto generated in Form-XXIII and the same may be downloaded by the applicant from the portal:

Provided that if, the application for renewal, complete in all respects, is not received within the time specified in this sub-rule, the licence shall be renewed only on payment of an additional fee of 25 percent in excess of the fee ordinarily payable, for the renewal of the licence.

(13) The fees for grant of licence shall be the same as for renewal of licence for one year and shall be as specified in the Schedule mentioned below:-

## SCHEDULE

Total Horse Power Installed inclusive of Mobile equipments.	Maximum number of persons to be employed on any day during the year									
(1)	9	20	50	100	250	500	1000	2000	5000	Above 10000
(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Fee Payable in Rupees										
NIL H.P.	800	1,600	2,400	3,200	7,200	10,800	24,000	36,000	66,000	1,20,000
Up to 10 H.P.	1,600	2,400	3,200	4,800	10,800	18,000	48,000	72,000	1,08,000	1,80,000
Above 10 H.P. up to 50 H.P.	2,400	3,200	4,800	7,200	18,000	28,800	72,000	1,08,000	1,44,000	2,16,000
Above 50 H.P. up to 129 H.P.	3,200	4,800	7,200	12,000	28,800	48,000	1,08,000	1,44,000	1,80,000	2,40,000
Above 129 H.P. up to 250 H.P.	4,800	7,200	12,000	19,200	48,000	72,000	1,44,000	1,80,000	2,16,000	2,64,000
Above 250 H.P. up to 500 H.P.	7,200	12,000	16,000	25,600	72,000	96,000	1,80,000	2,16,000	2,40,000	2,88,000
Above 500 H.P. up to 1000 H.P.	12,000	12,800	25,600	48,000	96,000	1,20,000	2,16,000	2,40,000	2,64,000	3,12,000
Above 1000 H.P. up to 2000 H.P.	12,800	25,600	48,000	64,000	1,20,000	1,44,000	2,40,000	2,64,000	2,88,000	3,36,000
Above 2000 H.P. up to 5000 H.P.	25,600	48,000	64,000	80,000	1,44,000	1,68,000	2,64,000	2,88,000	3,12,000	3,60,000
Above 5000 H.P. up to 7500 H.P.	48,000	64,000	80,000	96,000	1,68,000	1,92,000	2,88,000	3,12,000	3,36,000	3,84,000
Above 7500 H.P. up to 10000 H.P.	64,000	80,000	96,000	1,12,000	1,92,000	2,16,000	3,12,000	3,36,000	3,60,000	4,08,000
Above 10000 H.P.	80,000	96,000	1,12,000	1,28,000	2,16,000	2,40,000	3,36,000	3,60,000	4,08,000	4,32,000

(14) Every licence granted or renewed under these rules shall be valid for a period up to ten (10) years as per the request of the licensee and the fees payable for grant of or renewal of licence of a factory shall be proportionate to the annual fees multiplied by number of years for which licence is sought for and shall remain in force till the 31st December of the year up to which the licence is granted or renewed.

*(15) Amendment of licence which is a factory.—*

(1) A licence granted under sub-rule (11) may be amended by the Chief Inspector-cum-Facilitator.

(2) A licensee whose licence requires to be amended by virtue of increase in the number of persons employed or in the horse power installed or change in the name of the factory or all taken together shall submit electronically on the official portal of the Labour Department, Government of Puducherry in the Form-II. The Form shall be signed digitally or in any other manner as may be required on the portal. The applicant shall be responsible for veracity of all information submitted in the application.

(3) The fee for amendment of a licence by virtue of increase in number of persons or in the horse power installed or change in the name of factory or all taken together shall be ₹ 500 in addition to the amount (if any) by which the fee that would have been payable if the licence had originally been issued in the amended form exceeds the fee originally paid for the licence.

*(16) Refusal of licence.—* The Chief Inspector-cum-Facilitator or any other officer appointed and specially empowered in this behalf by the Chief Inspector-cum-Facilitator may refuse the renewal of licence on the ground that the applicant has been guilty of repeated contraventions of safety provisions of the Code or Rules or both or the applicant has obtained the licence by fraud or by misrepresentation:

Provided that before refusing any licence, the applicant shall be given an opportunity to show cause as to why the licence shall not be refused.

*(17) Revocation of licence.—* The Chief Inspector-cum-Facilitator or any other officer appointed and specially empowered in this behalf by the Chief Inspector-cum-Facilitator may, at any time before expiry of the period for which the licence has been granted or renewed, revoke the licence on any of the grounds specified in sub-rule (17) above or if: -



(i) there is imminent danger to life and property in the factory due to explosive or inflammable dust, gas or fumes, and effective measures in his opinion have not been taken to remove the danger; and/or;

(ii) employment of child employee below 14 years of age noticed;

Provided that before revoking the licence, the applicant shall be given an opportunity to show cause as to why the licence shall not be revoked.

*(18) Transfer of licence.*— (1) The holder of a licence may, at any time before the expiry of the licence, apply for permission to transfer his licence to another person. electronically on the official portal of the Labour Department, Government of Puducherry in the Form-II The Form shall be signed digitally or in any other manner as may be required on the portal. The applicant shall be responsible for veracity of all information submitted in the application.

(2) Such application shall be made to the Chief Inspector-cum-Facilitator or any other officer appointed and specially empowered in this behalf by the Chief Inspector-cum-Facilitator, electronically and the Chief Inspector-cum-Facilitator or such officer as the case may be shall immediately, if, the application is complete in all respects but, not later than seven days from the date of submission of complete application, issue necessary approval for transfer of licence, failing which such licence shall be deemed to have been issued and the licence shall be auto generated.

(3) A fee of ₹ 500 (rupees five hundred only) shall be charged on each such application and in case of any revised enhanced licence fee, the Transferee shall be liable to pay the difference in licence fee paid by the Transferor and the revised enhanced licence fee as on the date of Transfer of licence, if any.

*(19) Procedure on death or in solvency of licensee.*— If, a licensee dies or becomes insolvent and, the person law fully claiming under him and carrying the business of such licensee shall not be liable to pay any penalty under the Act for exercising the powers granted to the licensee by the licence during such time as may reasonably be required to allow him to make an application for the amendment of the licence in his own name for the unexpired portion of the original licence.

(20) *Payment of Fees.*— Every application under these rules where fees is required to be paid shall be paid electronically or otherwise and credited to the treasury in the head as may be specified by the Government of Puducherry from time to time.

If, an application for the grant or renewal of a licence is refused the fee paid shall be refunded to the applicant by the Chief Inspector-*cum*-Facilitator, after deducting a fee of ₹ 500 towards scrutiny of application.

**56. Common facilities and services for joint liability of owner of premises and occupiers of the factories under section 80.—**

(1) Wherein, any premises, separate buildings are leased to different occupiers for use as separate factories, the owner of the premises shall be responsible for the provisions and maintenance of common facilities and services, such as approach road, drainage, water supply, lighting and sanitation.

(2) Wherein, any premises, independent or self-contained floors or flats are leased to different occupiers for use as separate factories, the owner of the premises shall be liable as if, he were the occupier or Manager of the factory, for any contravention of the provisions of this Code, in respect of,-

(i) latrines, urinals and washing facilities in so far as the maintenance of the common supply of water for these purposes is concerned;

(ii) fencing of machinery and plant belonging to the owner and not specifically entrusted to the custody or use of an occupier;

(iii) safeness of access to the floors or flats and maintenance and cleanliness of stair cases and common passages;

(iv) precautions in cases of fire;

(v) maintenance of hoists and lifts; and

(vi) maintenance of any other common facilities provided in the premises.

(3) The Chief Inspector-*cum*-Facilitator shall have subject to the control of the appropriate Government, power to issue orders to the owner of the premises in respect of carrying out of the provisions of sub-rules (1) and (2).

(4) The provisions of sub-rule (2) relating to the liability of the owner/occupier shall apply any premises wherein, independent rooms with common latrines, urinals and washing facilities are leased to different occupier(s) for use as separate factories:

Provided that the owner/occupier shall be responsible also for supplying with the requirements relating to the provision and maintenance of latrines, urinals and washing facilities.

(5) The Chief Inspector-*cum*-Facilitator shall have subject to the control of the appropriate Government, the power to issue orders to the owners/occupiers of the premises referred to in respect of the carrying out of the provisions of section 24 of the Code.

(6) Wherein, any premises, portions of a room or a shed are leased to different occupiers for use as separate factories, the owners/occupiers of the respective portion of the premises shall be liable for any contravention of the provisions of,-

(i) Chapter V of the Code, except clause (iii) and (iv) of sub-section (2) of section 23;

(ii) Chapter V of the Code, except the list of matters at S. Nos. (2), (3), (7), (15) & (16) in the Second Schedule of the Code:

Provided in respect of the provisions at S.Nos. (1), (4), (12) listed in the Second Schedule of the Code, the owner's liability shall be only in so far as such provisions relate to things under his control:

Provided further that the occupier shall be responsible for complying with the provisions of Chapter V in respect of plant and machinery belonging to or supplied by him.

(iii) clause (i) of sub-section (1) of sub-section (1) of section 24 of Chapter VI.

(7) The Chief Inspector-*cum*-Facilitator shall have, subject to the control of the appropriate Government, the power to issue orders to the owners of the premises in respect of, carrying out the provisions of clause (7) of sub-section (1) of section 24.

(8) In respect of Clauses (4) and (6) of sub-section (1) of section 24, while computing for the purposes of any of the provisions of this Code, the total number of workers employed, the whole of the premises shall be deemed to be a single factory.

**57. Dangerous operations under section 82.—** (1) The following operations when carried on in any factory are declared to be dangerous manufacturing processes or operations under section 82 of the Code.:-

- (i) Manufacture of aerated water and processes incidental thereto.
- (ii) Phosphating, Electrolytic plating or oxidation of metal article by use of an electrolyte containing chromic acid or other chromium compounds.
- (iii) Manufacture and repair of electric accumulators.
- (iv) Glass manufacture.
- (v) Grinding or glazing of metals and processes incidental thereto.
- (vi) Manufacture and treatment of lead and certain compounds of lead.
- (vii) Generation of gas from dangerous petroleum.
- (viii) Cleaning or smoothing, roughening, *etc.*, of articles, by a jet of sand, metal shot, or grit or other abrasives propelled by blast of compressed air or steam.
- (ix) Liming and tanning of raw hides and skins and processes incidental thereto.
- (x) Cellulose spraying.
- (xi) Graphite powdering and processes incidental thereto.
- (xii) Certain lead process carried on in printing presses and type foundries.

- (xiii) Cashewnut processing.
- (xiv) Dyeing, stencilling and painting of mats, mattings and carpets in coir and fibre factories.
- (xv) Handling and manipulation of corrosive substances.
- (xvi) Pottery and ceramic industry.
- (xvii) Handling and processing of asbestos, manufacture of any article of asbestos and any other process of manufacture or otherwise in which asbestos is used in any form.
- (xviii) Chemical works.
- (xix) Manufacture or manipulation of carcinogenic dye intermediates.
- (xx) Process of extracting oils and fats from vegetable and animal sources in solvent extraction plants.
- (xxi) Manufacture or manipulation of benzene.
- (xxii) Carbon di-sulphide plant.
- (xxiii) Manipulation of stone or any other material containing free silica.
- (xxiv) Highly flammable liquids and flammable compressed gases.
- (xxv) Manufacture or manipulation of dangerous pesticides.
- (xxvi) Operations in foundries.
- (xxvii) Operations involving high noise and vibration levels.
- (xxviii) Manufacture or manipulation of manganese and its compounds.

(2) Prohibiting or restricting the employment of pregnant woman in the manufacturing process or operation.— Every Occupier or employer shall ensure to prohibit or restrict the employment of pregnant women in hazardous and dangerous operations which exposes them to serious risk of bodily injury, poisoning or disease. However, the Occupier shall make all the necessary arrangements for providing adequate safeguards prior to the employment of pregnant woman in case they are required to work in hazardous or dangerous operations.

(3) Periodical Medical Examination.—

(i) For the medical examination of employees to be carried out by the Medical Officer as required by Schedule B-II to Schedule B-VI, Schedule VIII & IX, Schedule XI to XIV, Schedule XVI to XIX, Schedule XXV, Schedule XXIII, Schedule XXV to B- XXVIII, the occupier of the factory shall pay fee at the rate of five hundred rupees per examination of each worker every time he/she is examined;

(ii) The fees prescribed in clause (i) shall be exclusive of any charges for biological, radiological or other tests which may have to be carried out in connection with the medical examinations. Such charges shall be paid by the occupier;

(iii) The fees to be paid for medical examination shall be paid electronically to the Chief Inspector-*cum*-Facilitator in the manner as may be prescribed by him.

(4) Welfare amenities, sanitary facilities, protective clothing and other necessary requirements for dangerous operations.— The provisions specified in the Schedule B-I to Schedule B-XXVIII shall apply to any class or description of factories wherein dangerous manufacturing processes or operations specified in each part of the Schedules are carried on.

(5) Notwithstanding anything contained in Schedule B-I to Schedule B-XXVIII, the Inspector-*cum*-Facilitator may issue order in writing to the occupier directing them to carry out such measures, and within such time, as may be specified in such order with a view to remove conditions dangerous to the health of the worker or to suspend any process, where such process constitutes in the opinion of the Inspector-*cum*-Facilitator imminent danger of poisoning or toxicity.

(6) Any register or record of medical examinations and tests connected therewith required to be carried out, under any of the Schedule B-I to Schedule B-XXVIII, in respect of any worker, shall be kept readily available to the Inspector-*cum*-Facilitator and shall be preserved till the expiry of a period of one year after the worker ceases to be in employment of the factory or a longer time as specified in the Schedule B-I to Schedule B-XXVIII.

**58. Site Appraisal Committee under section 83.—** (1) The Government of Puducherry may constitute a Site Appraisal Committee as and when necessary, consisting of—

- (i) the Chief Inspector-*cum*-Facilitator who shall be its Chairman;
- (ii) a representative of the State Pollution Control Board of the Government of Puducherry;
- (iii) a representative of the Department of Environment of the Government of Puducherry;
- (iv) a representative of the Department of Town and County Planning, Government of Puducherry;
- (v) an expert in the field of occupational health;
- (vi) a representative of the Department of Industries of the Government of Puducherry;
- (vii) a Scientist having specialised knowledge of the hazardous process which will be involved in the factory; and
- (viii) any other person as deemed fit by the Government of Puducherry.

(2) No member, unless required to do so by a Court of law, shall disclose otherwise than in connection with the purposes of the Act, at any time any information relating to manufacturing or commercial business or any working process which may come to his knowledge during his tenure as a Member on this Committee.

- (3) (i) Applications for appraisal of sites in respect of the industries covered under clause (za) of sub-section (1) of section 2 of the Code shall be submitted to the Chairman of the Site Appraisal Committee;
- (ii) The application for site appraisal along with fifteen copies thereof shall be submitted in Form XXVII. The Committee may dispense with furnishing of information on any particular item in the application Form, if, it considers the same to be not relevant to the application under consideration;
- (iii) Functions of the Site Appraisal Committee.-

- (a) The Chairman shall arrange to register the applications received for appraisal of site, in separate register and acknowledge the same within a period of seven days;
- (b) The Chairman shall fix up the meetings in such manner that all the applications received and registered are referred to the Committee within a period of one month from the date of their receipt;
- (c) The Committee shall adopt a procedure for its working, keeping in view the need for expeditious disposal of applications;
- (d) The Committee shall examine the applications for appraisal of a site with reference to the prohibitions and restrictions on the location of an industry and the carrying on of processes and operations in different areas as per the provisions of rule 5 of the Environment (Protection) Rules, 1986 framed under the Environment (Protection) Act, 1986;
- (e) The Committee may call for documents, examine experts, inspect the site if necessary and take other steps for formulating its views in regard to the suitability of the site; and
- (f) Wherever the proposed site requires clearance by the Ministry of Commerce and Industries or by the Ministry of Environment, Forests and Climate change of Government of India, the application for Site Appraisal will be considered by the Site Appraisal Committee only after such clearance had been received.

**59. The manner of disclosing information by occupier of a factory under sub-section (1), (2), (5) and (7) of section 84.—** *(1) The occupier of every factory carrying on a 'hazardous process' shall arrange to obtain or develop information in the form of Material Safety Data Sheet (MSDS) in respect of every hazardous substance or material handled in the manufacture, transportation and storage in the factory. It shall be accessible upon request to a worker for reference —*



(i) Every such Material Safety Data Sheet shall include the following information: -

- (a) the identification mark used on the label;
- (b) hazardous ingredients of the substance;
- (c) physical and chemical characteristics of the hazardous substance;
- (d) the physical hazards of the hazardous substance, including the potential for fire, explosion and reactivity;
- (e) the health hazards of the hazardous substance, including signs and symptoms of exposure and any medical conditions which are generally recognised as being aggravated by exposure to the substance;
- (f) the primary route(s) of entry;
- (g) the permissible limits of exposure prescribed in the Schedule-E of these rules, and in respect of a Chemical not covered by the said Schedule, any exposure limit recommended by the manufacturer, importer or prescribed by the Government;
- (h) Any generally applicable precautions for safe handling and use of the hazardous substance, which are known, including appropriate hygienic practices, protective measures during repairs and maintenance of contaminated equipment, procedures for clean-up of spills and leaks;
- (i) Any generally applicable control measures, such as appropriate engineering controls, work practices, or use of personal protective equipment;
- (j) Emergency and first aid procedures;
- (k) The date of preparation of the Material Safety Data Sheet, or the last change to it;
- (l) The name, address and telephone number of the manufacturer, importer, occupier or other responsible party preparing or distributing the Material Safety Data Sheet, who can provide additional information on the hazardous substance and appropriate emergency procedures, if necessary.

(2) *The occupier while obtaining or developing a Material Safety Data Sheet in respect of a hazardous substance shall ensure that the information recorded accurately reflects the scientific evidence used in making the hazard determination. If, he becomes newly aware of any significant information regarding the hazards of a substance, or ways to protect against the hazards, this new information shall be added to the Material Safety Data Sheet as soon as practicable —*

(i) An example of such Material Safety Data Sheet is given in the Schedule-C;

(ii) Labelling: Every container of hazardous substances shall be clearly labelled or marked to identify-

- (a) the contents of the container;
- (b) the name and address of the manufacturer or importer of the hazardous substances;
- (c) the physical and health hazards; and
- (d) the recommended personal protective equipment needed to work safely with the hazardous substance.

(3) *Disclosure of Information to Workers.*— (i) The occupier of a factory carrying on a 'hazardous process' shall supply to all workers the following information in relation to handling of hazardous materials or substances in the manufacture, transportation, storage and other processes-

- (a) Requirements of sections 84, 85 and 89 of the Code;
- (b) A list of 'hazardous processes' carried on in the factory;
- (c) Location and availability of all Material Safety Data Sheets as per this rule;
- (d) Physical and health hazards arising from the exposure to or handling of substances;
- (e) Measures taken by the occupier to ensure safety and control of physical and health hazards;
- (f) Measures taken by the workers to ensure safe handling, storage and transportation of hazardous substances;
- (g) Personal Protective Equipment required to be used by workers employed in 'hazardous process' or 'dangerous operations';

(h) Meaning of various labels and markings used on the containers of hazardous substances as provided under this rule;

(i) Signs and symptoms likely to be manifested on exposure to hazardous substances and to whom to report;

(j) Measures to be taken by the workers in case of any spillage or leakage of a hazardous substance;

(k) Role of workers *vis-à-vis*, the emergency plan of the factory, in particular the evacuation procedures;

(l) Any other information considered necessary by the occupier to ensure safety and health of workers.

(i) The information required by sub-rule (i) shall be compiled and made known to workers individually through supply of booklets or leaflets and display of cautionary notices at the workplaces. The booklets, leaflets and the cautionary notices displayed in the factory shall be in the language understood by the majority of the employees and also explained to them;

(ii) The Chief Inspector-*cum*-Facilitator may direct the occupier to supply further information to the workers as deemed necessary.

*(4) Disclosure of information to general public.—*

(i) The occupier of every factory carrying on a 'hazardous process' shall in consultation with the District Emergency Authority designated by the appropriate Government, take appropriate steps to inform the general public who are likely to be in the area which might be affected by an accident. Such information shall include,—

(a) Name of the factory and address where situated;

(b) Identification, by name and position, of the person giving the information;

(c) Confirmation that the factory has approval from the Factories Inspectorate and Pollution Control Board;

(d) An explanation in simple terms of the hazardous process(es) carried on in the premises;

- (e) The common names of the hazardous substances used which could give rise to an accident likely to affect them, with an indication of their principal harmful characteristics;
  - (f) Brief description of the measures to be taken to minimize the risk of such an accident in compliance with its legal obligations under relevant safety statutes;
  - (g) Salient features of the approved disaster control measures adopted in the factory;
  - (h) Details of the factory's emergency warning system for the General Public;
  - (i) General advice on the action, members of the public should take on hearing the warning;
  - (j) Brief description of arrangements in the factory, including liaison with the emergency services, to deal with foreseeable accidents of such nature and to minimize their effects; and
  - (k) Details of where further information can be obtained.
- (ii) The occupier shall also supply any further information
- (a) to general public as directed by the District Emergency Authority from time to time;
  - (b) to the elected representatives of the general public on request;
- (iii) The occupier shall endeavour to enter into an agreement with the District Emergency Authority for the area, within whose jurisdiction the factory is situated, for the District Emergency Authority to take appropriate steps to inform the general public outside the factory who are likely to be affected by an accident as referred to in clause (i);
- (iv) The information prescribed in sub-rule (4) shall be in the regional language like Tamil or Malayalam or Telugu and in English.

(5) *Disclosure of information to the local authority.*— The occupier of every factory carrying on a 'hazardous process' shall furnish the following information in writing to the local authority having jurisdiction over the area in which the factory is situated: -

(i) the information furnished to general public as prescribed in sub-rule (4);

(ii) a statement of the names and quantities generally stored or in process of hazardous substances included in the list of chemicals prescribed under clauses (vi) and (vii) of sub-section (2) of section 3 of the Environment (Protection) Act, 1986.

(6) *Disclosure of information to District Emergency Authority.*—

(i) The occupier of a factory carrying on a hazardous process, shall intimate the District Emergency Authority designated by the Government of Puducherry, all information having a bearing on preparation of an on-site emergency plan and a disaster control and management plan in respect of the factory;

(ii) Without prejudice to the generality of this clause, the occupier shall furnish the District Emergency Authority the following: -

(a) A report on status relating to risk assessment and environmental impact assessment and the measures taken for prevention of accidents.

(b) Compilation of Material Data Sheets in respect of hazardous substances used, produced or stored in the factory;

(c) A statement on all possible sources of accidents involving fire, explosion, release or leakage of toxic substances and the plan of the premises where such an accident may occur;

(d) A statement on resources and facilities available for dealing with an emergency including any agreement entered into with a neighbouring factory for aid and assistance in the event of an emergency;

- (e) A map of the area showing the approaches to the factory location of emergency facilities such as hospitals, Police, fire service;
- (f) The organisation of the management and the responsibility for safety indicating therein, the persons responsible for onsite emergency action;
- (g) Details relating to alert system;
- (h) Information on availability of antidotes for poisoning resulting from an accident;
- (i) Any other information as may be considered relevant by the occupier or asked for by the District Emergency Authority.

*(7) Disclosure of information to the Chief Inspector-cum-Facilitator.—*

- (i) The occupier of every factory carrying on 'hazardous process' shall furnish, in writing, to the Chief Inspector-cum-Facilitator, a copy of all the information furnished to the workers, local authority, general public and the District Emergency Authority;
- (ii) A copy of compilation of Material Safety Data Sheets in respect of hazardous substances used, produced or stored in the factory shall be furnished to the Chief Inspector-cum-Facilitator, and the local Inspector-cum-Facilitator;
- (iii) The occupier shall also furnish any other information asked for by the Chief Inspector-cum-Facilitator from time to time for the purpose of the Code and Rules made thereunder.

*(8) Emergency plan.—*

- (i) The occupier of a factory carrying on a hazardous process shall prepare a draft on-site emergency plan and submit it to the Chief Inspector-cum-Facilitator. The Chief Inspector-cum-Facilitator may make such modification in the plan as necessary, in consultation with the occupier and approve the same;
- (ii) The occupier will submit a copy of the approved plan to the District Emergency Authority;

(iii) The occupier will intimate the workers, the provisions of the emergency plan and hold rehearsals of the plan periodically. He shall review the plan from time to time and make necessary changes therein under intimation to the Chief Inspector-cum-Facilitator and the District Emergency Authority;

(iv) The Chief Inspector-cum-Facilitator may issue guidelines relating to formulation of emergency plans. He may also direct modifications of the emergency plan in respect of any factory as may be necessary, from time to time.

*(9) Disaster Control and Management Plan.—*

(i) The occupier of every factory carrying on a hazardous process shall prepare a draft disaster control and management plan in respect of his factory and submit the same to the Chief Inspector-cum-Facilitator and the District Emergency Authority;

(ii) The District Emergency Authority on receipt of the plan shall hold consultation with the occupier, representatives of the Chief Inspector-cum-Facilitator, the State Pollution Control Board, local authority as well as Police, health, fire brigade and other authorities concerned and finalise the plan;

(iii) The District Emergency Authority shall forward a copy of the final plan to the occupier and all authorities concerned. The occupier shall intimate the workers the contents of the plan.

(iv) The occupier in consultation with the District Emergency Authority will arrange rehearsals of the plan at least once a year;

(v) The Chief Inspector-cum-Facilitator may issue guidelines for formulation of disaster control and management plans. The Chief Inspector-cum-Facilitator as well as the District Emergency Authority may after mutual consultation, also direct modifications of the disaster control and management plan in respect of a factory as may be necessary from time to time.

*(10) Information on Industrial Wastes.—*

(i) The information furnished under sub rules (3), (5), (6) and (7) of rule 60 shall include the quantity of the solid and liquid wastes generated per day, their characteristics and the method of treatment such as incineration of solid wastes, chemical and biological treatment of liquid wastes, and arrangements for their final disposal;

(ii) It shall also include information on the quality and quantity of gaseous waste discharged through the stacks or other openings, and arrangements such as provision of scrubbers, cyclone separators, electro-static precipitators or similar such arrangements made for controlling pollution of the environment;

(iii) The occupier shall also furnish the information prescribed in clause (i) and clause (ii) to the State Pollution Control Board.

*(11) Review of the Information furnished to workers, etc.—*

(i) The occupier shall review once in every calendar year and modify, if necessary, the information furnished under sub-rules (3) to (7) of rule 59 to the workers, general public, local authority, Chief Inspector-*cum*-Facilitator and the District Emergency Authority;

(ii) In the event of any change in the process or operations or methods of work or when any new substance is introduced in the process or in the event of a serious accident taking place, the information so furnished shall be reviewed and modified to the extent necessary;

*(12) Confidentiality of information.—*

(i) The occupier of a factory carrying on 'hazardous process' shall disclose all information needed for protecting safety and health of the workers and the general public in the neighbourhood—

(a) His workers;

(b) District Emergency Authority; and

(c) Chief Inspector-*cum*-Facilitator

as required under sub-rules (3), (6) and (7) of this rule. If, the occupier is of the opinion that the disclosure of details regarding the process and formulations will adversely affect his business interests, he may make a representation to the Chief Inspector-*cum*-Facilitator stating the reasons for withholding such information. The Chief Inspector-*cum*-Facilitator shall give an opportunity to the occupier of being heard and pass an order on the representation;



(ii) An occupier aggrieved by an order of Chief Inspector-*cum*-Facilitator may prefer an appeal before the Government of Puducherry within a period of 30 days. The Government shall give an opportunity to the occupier of being heard and pass an order. The order of the Government shall be final.

**60. The conditions for accessibility of the record by the employees under clause (a) of section 85.—** (1) The occupier of every factory carrying out a 'hazardous process' shall make accessible the health records including the record of worker's exposure to hazardous process or, as the case may be, the medical records of any worker for his perusal under the following conditions: -

(i) Once in every six months or immediately after the medical examination whichever is earlier;

(ii) If, the Factory Medical Practitioner is of the opinion that the employee has manifested signs and symptoms of any notifiable disease as specified in the Third Schedule of the Code;

(iii) If, the worker leaves the employment;

(iv) If, any one of the following authorities so direct: -

- the Chief Inspector-*cum*-Facilitator;
- the Health Authority of the Central or Government of Puducherry;
- the Commissioner of Workmen's Compensation;
- the Director, Employees State Insurance Corporation (Medical Benefits); and
- the Director-General, Factory Advice Service and Labour Institutes.

(2) A copy of the up-to-date health records including the record of worker's exposure to hazardous process or, as the case may be, the medical records shall be supplied to the worker on receipt of an application from him. X-ray plates and other medical diagnostic reports may also be made available for reference to his medical practitioner.

**61. The qualification and experience of persons handling hazardous substance and manner of providing necessary facilities for protecting the workers under clause (b) of section 85.—** (1) All persons who are required to supervise the handling of hazardous substances shall possess the following qualifications and experience:—

- (i) A degree in Chemistry or Diploma in Chemical Engineering or Technology with 5 years' experience; or
- (ii) A Master's Degree in Chemistry or a Degree in Chemical Engineering or Technology with 2 years' experience;
- (iii) The experience stipulated above shall be in process operation and maintenance in the Chemical Industry;
- (iv) The Chief Inspector-*cum*-Facilitator may require to undergo training in Health and Safety for supervision.

(2) The syllabus and duration of the above training and the organisations conducting the training shall be approved by the Directorate-General Factory Advice Services and Labour Institutes or the appropriate Government in accordance with the guidelines issued by the Directorate-General Factory Advice Services and Labour Institutes.

**62. The manner of providing for medical examination of an worker under sub-clause (ii) of clause (c) of section 85.—** (1) Workers employed in a 'hazardous process' shall be medically examined by a qualified medical practitioner hereinafter, referred to as a Factory Medical Practitioner, in the following manner: —

- (i) Once before employment, to ascertain physical fitness of the person to do the particular job;
- (ii) Once in a period of 6 months, to ascertain the health status of all the workers in respect of occupational health hazards to which they are exposed and in cases where in the opinion of the Factory Medical Practitioner, it is necessary to do so at a shorter interval in respect of any workers;
- (iii) The details of pre-employment and periodical medical examination carried out as aforesaid shall be recorded in the Health Register in the Form XXV.

(2) No person shall be employed for the first time without a certificate of fitness in Form XXIV granted by the Factory Medical Practitioner. If, the Factory Medical Practitioner, declares a person unfit for being employed in any process covered under sub-rule (1), such a person shall have the right to appeal to the Inspector-*cum*-Facilitator who shall refer the matter to the Medical Officer whose opinion shall be final in this regard. If, the Inspector-*cum*-Facilitator is also the Medical Officer, he may dispose of the application himself.

(3) Any findings of the Factory Medical Practitioner, revealing any abnormality or unsuitability of any person employed in the process shall immediately be reported to the Medical Officer, who shall in turn, examine the concerned worker and communicate his findings to the occupier within 30 days. If, the Medical Officer is of the opinion that the worker so examined is required to be taken away from the process for health protection, he will direct the occupier accordingly, who shall not employ the said worker in the same process. However, the worker so taken away shall be provided with alternate placement unless he is in the opinion of the Medical Officer, fully incapacitated in which case the worker affected shall be suitably rehabilitated.

(4) A Medical Officer on his own motion or on a reference from an Inspector-*cum*-Facilitator may conduct medical examination of worker to ascertain the suitability of his employment in a hazardous process or for ascertaining his health status. The opinion of the Medical Officer in such a case shall be final. The fee required for this medical examination shall be paid by the occupier.

(5) The worker taken away from employment in any process under sub-rule (2) may be employed again in the same process only after obtaining the Fitness Certificate from the Medical Officer and after making entries to that effect in the Health Register.

(6) The worker required to undergo medical examination under these rules and for any medical survey conducted by or on behalf of the Central Government or the State Government shall not refuse to undergo such medical examination.

**63. The measures or standards under sub-section (1) of section 86.**— (1) Occupational Health Centres-In respect of any factory carrying on 'hazardous process', there shall be provided and maintained in good order an Occupational Health Centre with the services and facilities as per scale laid down hereunder:—

(i) For factories employing up to 50 workers,-

(a) The services of a Factory Medical Practitioner, on retainer-ship basis, in his clinic to be notified by the occupier. He will carry out the pre-employment and periodical medical examination as stipulated in rule 62 and render medical assistance during any emergency;

(b) A minimum of 5 persons trained in first-aid procedures amongst whom at least one shall always be available during the working period;

(c) A fully equipped first-aid box.

(ii) For factories employing 51 to 200 workers,-

(a) An occupational Health Centre having a room with a minimum floor area of 15 sq.metre with floors and walls made of smooth and impervious surface and with adequate illumination and ventilation as well as equipment as per the Schedule-D;

(b) A part-time Factory Medical Practitioner, shall be in overall charge of the Centre who shall visit the factory at least twice in a week and whose services shall be readily available during medical emergencies;

(c) One qualified and trained dresser-*cum*-compounder on duty throughout the working period;

(d) A fully equipped first aid box in all the Departments;

(iii) For Factories employing above 200 workers;

(a) One full-time Factory Medical Practitioner, for factories employing up to 500 workers and one more Medical Officer for every additional 1000 workers or part thereof;

(b) An Occupational Health Centre having at least 2 rooms each with a minimum floor area of 15 sq. metre with floors and walls made of smooth and impervious surface and adequate illumination and ventilation as well as equipment as per the Schedule-D;

(c) There shall be one Nurse, one Dresser-*cum*-Compounder and one Sweeper-*cum*-Ward Boy throughout the working period;

(d) The Occupational Health Centre shall be suitably equipped to manage medical emergencies.

(2) The Factory Medical Practitioner, required to be appointed under clause (a) shall have qualifications included in Schedule to the Indian Medical Degrees Act, 1916 or in the Schedules to the Indian Medical Council Act, 1956 and possess a Certificate of Training in Industrial Health of minimum three months duration recognised by the Government of Puducherry:

Provided that-

(i) A person possessing a Diploma in Industrial Health or equivalent shall not be required to possess the certificate of training as aforesaid;

(ii) The Chief Inspector-*cum*-Facilitator may, subject to such conditions as he may specify, grant exemption from the requirement of this sub-rule, if, in his opinion a suitable person possessing the necessary qualification is not available for appointment;

(iii) In case of a person who has been working as a Factory Medical Practitioner for a period of not less than 3 years on the date of commencement of this rule, the Chief Inspector-*cum*-Facilitator may, subject to the condition that the said person shall obtain the aforesaid certificate of training within a period of three years, relax the qualification.

(3) The syllabus of the course leading to the above certificate, and the organisations conducting the Course shall be approved by the Directorate-General of Factory Advice Service and Labour Institutes or the Government of Puducherry in accordance with the guidelines issued by the Directorate-General Factory Advice Services & Labour Institutes.

(4) Within one month of the appointment of a Factory Medical Practitioner, the occupier of the Factory shall furnish to the Chief Inspector-*cum*-Facilitator the following particulars:-

- (i) Name and address of the Factory Medical Practitioner;
- (ii) Qualifications;
- (iii) Experience, if any; and
- (iv) the sub-rule under which appointed

(5) Ambulance Van— (i) In any factory carrying on 'hazardous process', there shall be provided and maintained in good condition, a suitably constructed ambulance van equipped with items as per clause(ii) of this rule and manned by a full time Driver-*cum*-Mechanic and a Helper trained in first aid, for the purposes of transportation of serious cases of accidents or sickness. The ambulance van shall not be used for any purpose other than the purpose stipulated herein and will normally be stationed at or near the Occupational Health Centre: Provided that a factory employing less than 200 workers, may make arrangements for procuring such facility at short notice from a nearby hospital or other places, to meet any emergency.

(ii) The Ambulance should have the following equipment:—

(a) *General:*

- (i) A wheeled stretcher with folding and adjusting devices; with the head of the stretcher capable of being tilted upward;
- (ii) Fixed suction unit with equipment;
- (iii) Fixed oxygen supply with equipment;
- (iv) Pillow with case; Sheets; Blankets; Towels;
- (v) Emesis bag; Bedpan; Urinal; Glass.

(b) *Safety equipments:*

- (i) Flares with life of 30 minutes; Floodlights;
- (ii) Flash lights; Fire extinguisher dry power type;
- (iii) Insulated gauntlets.

(c) *Emergency Care Equipment Resuscitation:*

- (i) Portable suction unit; Portable oxygen units;
- (ii) Bag-valvemask, hand operated artificial ventilation unit;
- (iii) Airways; Mouthgags; Tracheostomy adapters;

- (iv) Short spine board; I.V. Fluids with administration unit;
- (v) B.P. Manometer; Stethoscope.

*(d) Immobilization:*

- (i) Long and short padded boards; Wire ladder splints;
- (ii) Triangular bandage; Long and short spine boards.

*(e) Dressings:*

- (i) Gauze pads - 4" x 4"; Universal dressing 10" x 36";
- (ii) Roll of aluminium foils; Soft roller bandages 6" x 5 yards;
- (iii) Adhesive tape in 3" roll; Safety pins;
- (iv) Bandage sheets; Burn sheet.

*(f) Poisoning:*

- (i) Syrup of ipecac; Activated Charcoal Pre-packeted in dozes; Snake bite kit;
- (ii) Drinking water.

*(g) Emergency Medicines:*

As per requirement (under the advice of Medical Officer only)

(6) Decontamination Facilities— In every factory, carrying out 'hazardous process', the following provisions shall be made to meet emergency:-

- (i) fully equipped first-aid box;
- (ii) readily accessible means of water for washing by workers as well as for drenching the clothing of workers who have been contaminated with hazardous and corrosive substance; and such means shall be as per the scale shown in the Table below :-

TABLE

Sl. No.	No. of persons employed at any time	No. of drenching showers
(1)	(2)	(3)
(i)	Up to 50 workers	2
(ii)	Between 51 to 200 workers	2+1 for every additional 50 or part thereof
(iii)	Between 201 to 500 workers	5+1 for every additional 100 or part thereof
(iv)	501 workers and above	8 + 1 for every additional 200 or part thereof

(iii) a sufficient number of eye wash bottles filled with distilled water or suitable liquid, kept in boxes or cupboards conveniently situated and clearly indicated by a distinctive sign which shall be visible at all times.

**64. Issue of Guidelines.**— For the purpose of compliance with the requirements under sub-sections (1), (4) and (7) of section 84 or section 85 of the Code, the Chief Inspector-*cum*-Facilitator may, if, deemed necessary, issue guidelines from time to time to the occupiers of factories carrying on 'hazardous process'. Such guidelines may be based on National Standards, Codes of Practice, or recommendations of International Bodies such as International Labour Organisation (ILO) and World Health Organisation (WHO).

**65. The value of the maximum permissible limit of exposure of chemical and toxic substances in manufacturing process in any factory under section 88.**— The maximum permissible threshold limits of exposure of chemical and toxic substances in manufacturing processes (whether hazardous or otherwise) in any factory shall be of the value indicated in the Schedule-E.

**66. The appellate authority for appeal against the order of Inspector-*cum*-Facilitator of factory and the manner of appeal under section 90.**— (1) An appeal presented under section 90 shall lie with the Chief Inspector-*cum*-Facilitator in cases where the order appealed against is an order passed by that officer, with the appropriate



Government or with such authority as the appropriate Government may appoint in this behalf and shall be in the form of a memorandum setting forth concisely the grounds of objection to the order and bearing Court-fees stamp in accordance with Article 11 of Schedule-II to the Court Fees Act, 1870, and shall be accompanied by a copy of the order appealed against.

(2) On receipt of the memorandum of appeal, the appellate authority shall, if, it thinks fit or if the appellant has requested that the appeal should be heard with the aid of assessors, call upon the body declared under sub-rule (3) to be representative of the industry concerned, to appoint an assessor within a period of 14 days. If, an assessor is nominated by such body, the appellate authority shall appoint a second assessor itself. It shall then fix a date for the hearing of the appeal and shall give due notice of such date to the appellant and to the Inspector-*cum*-Facilitator whose order is appealed against, and shall call upon the two assessors to appear upon such date to assist in the hearing of the appeal.

(3) The appellant shall state in the memorandum presented under sub-rule(1) whether he is a member of one or more of the following bodies. The body empowered to appoint the assessor shall;-

(i) If, the appellant is a member of one of such bodies, be that body;

(ii) If, he is a member of two such bodies, be the body which the appellant desired should appoint such assessor; and

(iii) If, the appellant is not a member of any of the aforesaid bodies or of he does not state in the memorandum, which of such bodies, he desires should appoint the assessor, be the body which the appellant authority considers as the best fitted to represent the industry concerned.

- 1.....
- 2.....
- 3.....
- 4.....

(4) An assessor appointed in accordance with the provisions of sub-rules (2) and (3) shall receive, for the bearing of the appeal, a fee to be fixed by the appellate authority, subject to a maximum of ₹ 50 per diem. He shall also receive the actual travelling expenses. The fees and travelling expenses shall be paid to the assessors by appropriate Government, but, where assessors have been appointed at the request of the appellant and the appeal has been decided wholly or partly against him, the appellate authority may direct that the fees and travelling expenses of the assessors shall be paid in whole or in part by the appellant.

**67. Persons defined to hold positions of supervision or management under clause (a) of sub-section (1) of section 91.—** (1) The following persons shall be deemed to hold positions of supervision or management:-

- (i) all persons specified in the Schedule-F; and
- (ii) any other person who, in the opinion of the Inspector-cum-Facilitator, holds a position of supervision or management as given in Schedule-F

(2) Any other person, so declared as holding positions of supervision or management or holding a confidential position in the Factory in writing, by the Chief Inspector-cum-Facilitator;

**68. Exemptions under clause (b) of sub-section (1) of section 91.—** Adult workers engaged in factories specified in column (2) of the Schedule-G on the work specified in column (3) of the said Schedule shall be exempted from the provisions of the sections specified in the column (4) subject to the conditions, if any, specified in column (5) of the said Schedule.

## CHAPTER-XI

### OFFENCES AND PENALTIES

**69. Authority for holding enquiry under sub-section (1) of section 111.—** (1) The Government of Puducherry may by notification in the Official Gazette appoint any Gazetted Officer not below the rank of Deputy Labour Commissioner or any other officer for holding enquiry and imposing penalty in such manner as may be prescribed by the Central Government under sub-section (1) of section 111.

(2) The Government may appoint subordinate officers and staffs to the Enquiry Officer as it considers necessary for the efficient discharge of its function under this Code and rule.

**70. Form and manner of preferring appeal and the fee to accompany such appeal under sub-section (3) of section 111.—** (1) The employer aggrieved by the order of Enquiry Officer, may appeal against such order before the Appellate Officer appointed by the Government of Puducherry for such purpose within thirty days from the date of receipt by him of such order, electronically or otherwise in FORM XXVIII along with fee @ 25% of penalty imposed to be deposited in the official account of the Appellate Authority electronically or otherwise.

(2) Where, the memorandum of appeal is in order, the appellate authority shall admit the appeal, acknowledge it and intimate admission of such appeal, and shall register the appeal in electronic form to be kept for the purpose called the register of appeals.

(3) When, the appeal has been admitted, the appellate authority shall send the notice of the appeal to the Enquiry Officer, against whose order the appeal has been preferred and the Enquiry Officer shall thereupon send the records of the case to the appellate authority online electronically or otherwise.

(4) On receipt of the appeal, the appellate authority shall send a notice to the appellant to appear before him on such date and time as may be specified in the notice for the hearing of the appeal electronically or by registered post.

(5) If, on the date fixed for hearing, the appellant does not appear, the appellate authority may dismiss the appeal for default of appearance of the appellants by sending the copy of the order to the applicant electronically or otherwise.

(6) Where an appeal has been dismissed, the appellant may apply electronically to the appellate authority for the restoration of the appeal within thirty days from the date of receipt of the order and if, the appellate authority is satisfied that the appellant was prevented by sufficient cause from appearing, the appellate authority shall restore the appeal subject to costs at the discretion of the authority.

(7) The order of the appellate authority shall be communicated electronically or by registered post to the appellant and copy thereof shall be sent to the registering officer against whose order the appeal has been preferred and shall be disposed of within a period of thirty days from the date of receipt of appeal.

**71. Manner of compounding under sub-section (1) of section 114.—** (1) The officer notified by the Government of Puducherry for the purposes of compounding of offences under sub-section (1) of section 114 shall issue electronically or otherwise, a compounding notice for the offences which are compoundable under sub-section (1) of section 114 of the Code.

(2) The person issued with notice may apply to the officer electronically or otherwise in FORM XXIX and deposit the entire compounding amount by electronic transfer or otherwise, within thirty days of the receipt of the notice.

(3) The Compounding Officer shall issue a composition certificate within twenty days of receipt of the composition amount, to such person from whom such amount has been received in satisfaction of the composition notice.

(4) If, a person so noticed fails to deposit the composition amount within one month before the institution of prosecution, the prosecution shall be proceeded with before the Competent Court.

(5) No prosecution shall be instituted without giving an opportunity to the employer to comply with such provisions subject to proviso of sub-section (1) of section 110 and compounding as under section 114.

(6) The amount of composition received during the month shall be credited to the Social Security fund mentioned under sub-section (1) of section 115 for the welfare of the unorganized workers, before 7th day of succeeding month.

(7) The amount of composition received and credited shall be recorded in a register in FORM XXX maintained for that purpose.

**CHAPTER-XII****SOCIAL SECURITY FUND****72. Other sources of fund under sub-section (2) of section 115.—**

The Puducherry Government may by notification make separate rules for generating other sources of Puducherry Social Security Fund as under: -

(1) The Registration/Renewal fees collected from the establishments under the Code and any other labour law enacted by the State legislature.

(2) The unclaimed amount presently lying in the official accounts of all under Payment of Wages Act, 1936, Payment of Gratuity Act, 1972, Minimum Wages Act, 1948, Payment of Bonus Act, 1965, Employees Compensation Act, 1923, *etc.*

(3) The unclaimed Security amount under Contract Labour (Regulation and Abolition) Act, 1970/Inter-State Migrant Workmen (RECS) Act, 1979.

(4) Any other resource as the Government of Puducherry may decide at any point of time.

**73. The manner of administering and expending the Social Security Fund under sub-section (3) of section 115.—** The Government of Puducherry in consultation with Puducherry unorganized sector Workers Welfare Board may notify the manner in which the fund shall be administered and expended for the welfare of the unorganized workers and the transfer of any amount in the fund to any other fund established under any other law for the time being in force for the welfare of the unorganized workers.

**CHAPTER-XIII****MISCELLANEOUS**

**74. The form of application, manner of filing the application and the fee to be accompanied therewith including the information relating to the engagement of Contract workers including Inter-State migrant employees under sub-section (2) of section 119.—** (1) If, a contractor desirous of obtaining licence for,-

- (i) supplying or engaging contract labour; or
- (ii) undertaking or executing the contract works under sub-section (1) or sub-section (2) of section 47 in more than one District or for the whole of the Union territory of Puducherry, then he shall apply electronically or otherwise on the official portal of Labour Department, Government of Puducherry in Form-XIV to the licensing authority appointed by the Government.

(2) Application for single licence shall be submitted electronically or otherwise to the authority notified in this behalf under sub-section (1) of section 119 of the Code.

(3) Licence issued under this rule shall be valid for five years.

(4) Copy or copies of the licence so issued shall be sent to the District Officers of the Labour Department in whose jurisdiction, the contract work or works for which licence is issued, falls.

**75. Actions, manner of taking actions and inquiry under sub-section (3) of section 119.**— Where the Authority referred to in sub-section (3) of section 119 is satisfied that the common licence may be issued in respect of factory, industrial premises and for construction establishment engaging contract workers or any combination thereof, a single licence for any one of them under these rules shall be issued in Form-XV electronically or otherwise within 45 days of the receipt of the said application. In case the authority rejects the registration application, he shall assign the reasons for such rejections and communicate to the party within the above-mentioned period electronically or otherwise as the case may be.

**76. The form of appeal, the fee to be accompanied therewith and the appellate authority under sub-section (6) of section 119.**— (1) Any person aggrieved by an order passed under sub-section (1) of section 119 by the Authority referred to in rule 71 shall prefer an appeal before the Administrative Secretary to Government (Labour), Government of Puducherry.

(2) The Application for the appeal shall be accompanied with the rejection order of the Registering Authority and fee receipt of ₹ 1,000 to be deposited in the official account of the Appellate Authority.

**77. The manner of survey under sub-section (2) of section 121.—**

The Committee as referred under sub-section (2) of section 121 shall be nominated and approved by the Government of Puducherry.

**78. Any other matter which is required to be, or may be, prescribed under the Code.—** The Puducherry Government may at any time after publication of these rules make such amendments and insertions as it deems proper by way of notification for carrying out any of the provisions under the Code.

## SCHEDULE—A

**[Prescribed under sub-rule (3) of rule 27)**

Sl. No.	Area under which competency is recognized	Qualification required	Experience for the purpose	Facilities at his command
(1)	(2)	(3)	(4)	(5)
1	Certificate of Stability for Building	Degree in Civil or Structural Engineering or equivalent	(i) A minimum of 10 years experience in the design of construction or testing or repair of structures; (ii) Knowledge of non-destructive testing, various codes of practices that are Current and the effect of vibrations and natural forces on the stability of the building; and (iii) Ability to arrive at a reliable conclusion with regard to the safety of the structure of the building.	

(1)	(2)	(3)	(4)	(5)
2	Dangerous Machines.	Degree in Electrical or Mechanical or Textile Engineering or equivalent.	<p>(i) A minimum of 7 years experience in,-</p> <p>(a) design or operation or maintenance; or</p> <p>(b) testing, examination and inspection of relevant machinery, their guards, safety devices and appliances.</p> <p>(ii) He shall-</p> <p>(a) be conversant with safety devices and their proper functioning;</p> <p>(b) be able to identify defects and any other cause leading to failure; and</p> <p>(c) have ability to arrive at a reliable conclusion with regard to the proper functioning of safety device and appliance and machine guard.</p>	Gauges for measurement: instruments for measurement of speed and any other equipment or device to determine the safety in the use of the dangerous Machines.



(1)	(2)	(3)	(4)	(5)
3	Hoists and Lifts.	A Degree in Electrical or Mechanical Engineering or its equivalent.	<p>(i) A minimum experience of 7 years in -</p> <p>(a) design or erection or maintenance; or</p> <p>(b) inspection and test procedures of lifts and hoists.</p> <p>(ii) He shall be-</p> <p>(a) conversant with relevant codes of practices and test procedures that are current;</p> <p>(b) conversant with other statutory requirements covering the safety of the hoists and lifts;</p> <p>(c) able to identify defects and arrive at a reliable conclusion with regard to the safety of hoists and lifts;</p>	Facilities for load testing, tensile testing gauge/ equipment/ gadgets, for measurement and any other equipment required for determining the safe working conditions of hoists and lifts.

(1)	(2)	(3)	(4)	(5)
4. Lifting Machinery and Lifting Tackles.	Degree in Mechanical or Electrical or Metallurgical Engineering or its equivalent.	(i) A minimum experience of 7 years in,-  (a) design or erection or maintenance; or  (b) testing, examination and inspection of lifting machinery, chains, ropes and lifting tackles.  (ii) He shall be,-  (a) conversant with the relevant codes of practices and test procedures that are current.  (b) conversant with fracture mechanics and metallurgy of the material or construction;	Facilities for load testing, tensile testing, heat treatment equipment/ gadget for measurement, gauges and such other equipment to determine the safe working conditions of the Lifting machinery, tackles.	

(1)	(2)	(3)	(4)	(5)
			(c) conversant with heat treatment stress reliving techniques as applicable to stress bearing component and parts of lifting machinery and lifting tackles;	
			(d) capable of identifying defects and arriving at a reliable conclusion with regard to the safety of lifting machinery, chains, ropes and lifting tackles.	
5. Pressure Plant	Degree in Chemical or Electrical or Metallurgical or Mechanical Engineering or its equivalent.	(a) A minimum experience of 10 years in,-		Facilities for carrying out hydraulic test, non-destructive
		(a) design or erection or maintenance, or		test, gauges/ equipment/ gadgets for measurement and any other equipments or gauges to determine the safety in the use of pressure vessels.
		(b) testing, examination and inspection, of pressure Plants.		

(1)	(2)	(3)	(4)	(5)
(b) He shall be-				
			(a) conversant with the relevant codes of practices and test procedures relating to pressure vessels;	
			(b) conversant with statutory requirements concerning the safety of unfired pressure vessels and equipment operating under pressure;	
			(c) conversant with non-destructive testing techniques as are applicable to pressure vessels;	
			(d) able to identify defects and arrive at a reliable conclusion with regard to the safety of pressure plants.	

(1)	(2)	(3)	(4)	(5)
6.	Precautions against Dangerous Fumes.	Master's Degree in Chemistry, or a Degree in Chemical Engineering.	(i) A minimum of 7 years of experience in collection and analysis of environmental samples and calibration of monitoring equipment.	Meters, instruments and devices duly calibrated and certified for carrying out the tests and certification of safety in working in confined spaces.
			(ii) He shall-	
			(a) be conversant with the hazardous properties of chemicals and their permissible limit values;	
			(b) be conversant with the current techniques of sampling and analysis of the environmental contaminants; and	
			(c) be able to arrive at a reliable conclusion as regards the safety in respect of entering and carrying out work in confined spaces.	

(1)	(2)	(3)	(4)	(5)
7. Ventilation Systems	Degree in Mechanical or Electrical Engineering or equivalent.	(i) A minimum of 7 years of experience in the design, fabrication, installations, testing of ventilation system and systems used for extraction and collection of dusts, fumes and vapours and other ancillary equipment.	(ii) He shall be conversant with relevant codes of practice and test procedures that are current in respect of ventilation and extraction system for fumes, and shall be able to arrive at a reliable conclusion with regard to effectiveness of the system.	Facilities for testing the ventilation system instruments and gauges for testing the effectiveness of the extraction systems for dusts, vapours and fumes, and any other equipment needed for determining the efficiency and adequacy of these systems. He shall have the assistance of a suitable qualified technical person who can come to a reasonable conclusion as to the adequacy of the system.

## SCHEDULE-B-I

**MANUFACTURE OF AERATED WATERS AND PROCESSES  
INCIDENTAL THERETO**

**1. Fencing of machines.**— All machines for filling bottles or siphons shall be so constructed, placed or fenced as to prevent, as far as may be practicable, a fragment of a bursting bottle or siphon from striking any person employed in the factory.

**2. Face-guards and gauntlets.**— (1) The occupier shall provide and maintain the following in good condition for the use of all persons engaged in filling bottles or siphons: -

- (a) Suitable face-guards to protect the face, neck and throat,
- and (b) Suitable gauntlets for both arms to protect the whole arms:

Provided that.-

- (i) paragraph 2 (1) shall not apply where bottles are filled by means of an automatic machine so constructed that no fragment of a bursting bottle can escape; and
- (ii) where a machine is so constructed that only one arm of the bottler at work upon it is exposed to danger, a gauntlet need not be provided for the arm which is not exposed to danger.

(2) The occupier shall provide and maintain in good condition for the use of all persons engaged in cooking, crowning, screwing, foiling, capsuling, sighting or labelling bottles or siphons,-

- (a) suitable face-guards to protect the face, neck and throat;
- and

- (b) suitable gauntlets for both arms to protect the arm at least half of the palm and the space between the thumb and the fore-finger.

**3. Wearing of face-guards and gauntlets.**— All persons engaged in any of the process, specified in paragraph (2) shall, while at work in such processes, wear the face - guards and gauntlets provided under the provisions of the said paragraph.

## SCHEDULE-B-II

**PHOSPHATING, ELECTROLYTIC PLATING OR OXIDATION  
OF METAL ARTICLES BY USE OF AN ELECTROLYTE  
CONTAINING ACIDS, BASES OR SALTS OF METALS  
SUCH AS CHROMIUM, NICKEL, CADMIUM,  
ZINC, COPPER, SILVER, GOLD ETC.**

**1. Definitions.**— For the purposes of this Schedule,—

(a) “electrolytic process” means the electrolytic plating or oxidation of metal articles by the use of an electrolyte containing acids, bases or salts of metals such as chromium, nickel, cadmium, zinc, copper, silver, gold, *etc.*;

(b) “phosphating process” means, a chemical process for surface treatment wherein soluble phosphate layers are formed.

(c) “bath” means, any vessel used for an electrolytic process or for any subsequent process; and

(d) “employed” means, employed in any process involving contact with liquid from a bath.

**2. Exhaust draught.**— An efficient exhaust draught shall be applied to every vessel in which an electrolytic process is carried and such draught shall be provided by mechanical means and shall operate on the vapour or spray given off in the process as near as may be at the point of origin. The exhaust draught appliance shall be so constructed, arranged and maintained as to prevent the vapour or spray entering into any room or place in which work is carried on.

**3. Prohibition relating to women.**— No woman shall be employed or permitted to work at a bath.

**4. Floor of workrooms.**— The floor of every workroom containing a bath shall be impervious to water. The floor shall be maintained in good and level condition and shall be washed down at least once a day.

**5. Protective devices.**— (1) The occupier shall provide and maintain in good and clean condition the following articles of protective devices for the use of all persons employed on any process at which they are liable to come into contact with liquid from a bath and such devices shall be worn by the persons concerned—



- (a) Waterproof aprons and bibs: and
- (b) for persons actually working at a bath, loose fitting rubber gloves and rubber boots or other waterproof footwear and chemical goggles.

(2) The occupier shall provide and maintain for the use of all persons employed, suitable accommodation for the storage and drying of protective devices.

**6. Water facilities.**— (1) There shall be provided and maintained in good repairs for the use of all persons employed in electrolytic process and processes incidental to it-

(a) a wash place under cover, with either,-

(i) a trough with smooth impervious surface filled with a waste pipe, and of sufficient length to allow at least 60 cms, for every 5 persons employed at any one time, and having a constant supply of water from taps or jets above the trough at intervals of not more than 60 centimetres, or

(ii) at least one wash basin for every five such persons employed at any one time, fitted with a waste pipe and having a constant supply of water laid on.

(b) a sufficient supply of clean towels renewed daily, and soap or other suitable cleaning material.

(2) In addition to the facility in sub-paragraph (1), an approved type of emergency shower with eye fountain shall be provided and maintained in good working order. Wherever necessary, in order to ensure continuous water supply, storage tank of 1,500 litres capacity shall be provided as a source of clean water for emergency use.

**7. Cautionary Placard.**— A cautionary placard in the form specified below and printed in the language of the majority of the workers employed shall be affixed in a prominent place in the factory where it can be easily and conveniently read by the workers.

#### CAUTIONARY NOTICE

1. Chemicals handled in this plant are corrosive and poisonous.
2. Smoking, chewing tobacco, eating food or drinking in this area is prohibited. No foodstuff or drink shall be brought in this area.

3. Some of these chemicals may be absorbed through the skin and may cause poisoning.

4. A good wash shall be taken before meals.

5. Protective devices supplied shall be used while working in this area.

6. Spillage of the chemicals on any part of the body or on the floor shall be immediately washed away with water.

7. All employees shall report for the prescribed medical tests regularly to protect their own health.

**8. Medical facilities and record of examinations and tests.—**

(1) The occupier of every factory to which this Schedule applies shall,-

- (a) employ a qualified medical practitioner for medical surveillance of the workers employed therein, whose appointment shall be subject to the approval of the Chief Inspector-*cum*-Facilitator;
- (b) provide to the said medical practitioner all the necessary facilities for the purpose referred to in clause (a); and
- (c) maintain a sufficient supply of suitable barrier cream, ointment and impermeable water proof plaster in a separate box readily accessible to the workers and used solely for the purpose of keeping these substances. In case, cyanides are used in the bath, the box shall also contain an emergency cyanide kit.

(2) The medical practitioner shall examine all workers before they are employed in electrolytic processes. Such examination in case of chrome plating shall include inspection of hands, forearms and nose and will be carried out once at least in every fortnight.

(3) The record of the examinations referred to in sub-paragraph (2) shall be maintained in a separate register approved by the Chief Inspector-*cum*-Facilitator which shall be kept readily available for inspection by the Inspector-*cum*-Facilitator.

**9. Medical examination by the Medical Officer.—** (1) Every worker employed in the electrolytic processes shall be examined by a Medical Officer before his first employment. Such examination shall include X-ray of the chest and, —

- (a) in case of chromium plating include examination for nasal septum perforation and test for chromium in urine:
- (b) in case of nickel plating, test for nickel in urine: and
- (c) in case of cadmium plating, test for cadmium in urine and Beta-2 microglobulin in urine.

(2) No worker shall be employed in any electrolytic process unless certified fit for such employment by the Medical Officer.

(3) Every worker employed in the electrolytic process shall be reexamined by a Medical Officer at least once in every year, except in case of the workers employed in cadmium, chromium and nickel-plating processes for whom this examination shall be carried out once in every six months. Such reexamination shall wherever, the Medical Officer considers appropriate, include tests as specified under sub-paragraph (1) excluding the X-ray of the chest which shall not be required normally to be carried out earlier than once in three years.

(4) The Medical Officer after examining a worker, shall issue a Certificate of Fitness in Form-XXIV. The record of examination and reexaminations carried out shall be kept in the custody of the occupier/ Manager of the factory. The record of each examination carried out under sub-paragraphs (1) and (2), including the nature and the results of the tests, shall also be entered by the Medical Officer in a health register in Form-XXV.

(5) The Certificate of Fitness and the Health Register shall be kept readily available for inspection by the Inspector-*cum*-Facilitator.

(6) If, at any time the Medical Officer is of the opinion that a worker is no longer fit for employment in the electrolyte processes on the ground that continuance therein would involve danger to the health of the worker, he shall make a record of his findings in the said certificate and the Health Register. The entry of his findings in those documents should also include the period for which he considers that the said person is unfit for work in the said processes. The person declared unfit in such circumstances shall be provided with alternate placement facility unless he is fully incapacitated in the opinion of the Medical Officer, in which case, the person affected shall be suitably rehabilitated.

(7) No person who has been found unfit to work as said in sub-paragraph (6) shall be reemployed or permitted to work in the said processes unless the Medical Officer, after further examination, again certifies him fit for employment in those processes.

#### SCHEDULE-B-III

##### MANUFACTURE AND REPAIR OF ELECTRIC ACCUMULATORS

**1. Savings.**— This Schedule shall not apply to the manufacture or repair of electric accumulators or parts thereof not containing lead or any compound of lead; or to the repair on the premises, of any accumulator forming part of a stationary battery.

**2. Definitions.**— For the purposes of this Schedule, -

(a) “Lead Process” means, the melting of lead or any materials containing lead, casting, pasting, lead burning or any other work, including trimming, or any other abrading or cutting of pasted plates, involving the use, movement or manipulation of, or contact with any oxide of lead.

(b) “Manipulation of raw oxide of lead” means, any lead process involving any manipulation or movement of raw oxides of lead other than its conveyance in a receptacle or by means of an implement from one operation to another.

**3. Prohibition relating to women.**— No woman person shall be employed or permitted to work in any lead process or in any room in which the manipulation of raw oxide of lead or pasting is carried on.

**4. Separation of certain processes.**— Each of the following process shall be carried on in such a manner under such conditions as to secure effectual separation from one another, and from any other process:

- (a) Manipulation of raw oxide of lead;
- (b) Pasting;
- (c) Drying of pasted plates;
- (d) Formation with lead burning (“tacking”) necessarily carried on in connection therewith; and
- (e) Melting down of pasted plates.

**5. Air space.**— In every room in which lead process is carried on, there shall be at least 14.2 cubic metres of air space for each person employed therein, and in computing this air space no height over 3.7metres shall be taken into account.

**6. Ventilation.**— Every workroom shall be provided with inlets and outlets of adequate size so as to secure and maintain efficient ventilation in all parts of the room.

**7. Distance between workers in pasting room.**— In every pasting room, the distance between the centre of the working position of any paster and that of the paster working nearest to him shall not be less than 1.5 metres.

**8. Floor of work rooms.**— (1) The floor of every room in which a lead process is carried on shall be, -

- (a) of cement or similar material so as to be smooth and impervious to water;
- (b) maintained in sound conditions;
- (c) kept free from materials, plant or other obstruction not required for, or produced in, the process carried on in the room.

(2) In all such rooms other than grid casting shops, the floor shall be cleansed daily after being thoroughly sprayed with water at a time when no other work is being carried on in the room.

(3) In grid casting shops the floor shall be cleansed daily.

(4) Without prejudice to the requirements of sub-paragraphs (1), (2), and (3) where manipulation of raw oxide of lead or pasting is carried on the floor shall also be, -

- (a) kept constantly moist while work is being done;
- (b) provided with suitable and adequate arrangements for drainage; and
- (c) thoroughly washed daily by means of a hose pipe.

**9. Work-benches.**— The work-benches at which any lead process is carried on shall, -

- (a) have a smooth surface and be maintained in sound condition;

(b) be kept free from all materials or plant not required for, or produced in, the process carried on thereat;

(c) and all such work- benches other than those in grid casting shops shall be cleansed daily either after being thoroughly damped or by means of a suction cleaning apparatus at a time when no other work is being carried on thereat;

(d) and all such work-benches in grid casting shops be cleansed daily;

(e) and every work-bench used for pasting shall, -

(i) be covered throughout with sheet lead or other impervious material;

(ii) be provided with raised edges;

(iii) be kept constantly moist while pasting is being carried on.

**10. Exhaust draught.**— The following processes shall not be carried on without the use of an efficient exhaust draught: -

(a) Melting of lead or materials containing lead;

(b) Manipulation of raw oxide of lead, unless done in an enclosed apparatus so as to prevent the escape of dust into the workroom;

(c) Pasting;

(d) Trimming, brushing, filing or any other abrading or cutting of pasted plates giving rise to dust;

(e) Lead burning, other than, -

“tacking” in the formation rooms;

(f) chemical burning for the making of lead linings for cell cases necessarily carried on in such a manner, that the application of efficient exhaust is impracticable.

Such exhaust draught shall be effected by mechanical means and shall operate on the dust or fume given off as nearly as may be at its point of origin, so as to prevent it entering the air of any room in which persons work.

**11. Fumes and gases from melting pots.**— The products of combustion produced in the heating of any melting pot shall not be allowed to escape into a room in which persons work.

**12. Container for dross.**— A suitable receptacle with tightly fitting cover shall be provided and used for dross as it is removed from every melting pot. Such receptacle shall be kept covered while in the workroom, except when dross is being deposited therein.

**13. Container for lead waste.**— A suitable receptacle shall be provided in every workroom in which old plates and waste material which may give rise to dust shall be deposited.

**14. Racks and shelves in drying room.**— The racks or shelves provided in any drying room shall not be more than 2.4 metres from the floor; not more than 61 centimetres in width; provided that as regards racks or shelves set or from both sides the total width shall not exceed 1.2 metres. Such racks or shelves shall be cleansed only after being thoroughly damped unless an efficient suction cleaning apparatus is used for this purpose.

**15. Medical facilities and record of examinations and tests.**—

(1) The occupier of every factory in which manufacture and repair of electric accumulators is carried on, shall, -

- (a) appoint a qualified Medical Practitioner or Factory Medical Practitioner for frequent medical examination of the workers employed therein whose employment shall be subject to the approval of the Chief Inspector-*cum*-Facilitator; and
- (b) provide to the said Factory Medical Practitioner, all the necessary facilities for the purpose referred to in clause (a).

(2) The record of medical examinations and appropriate tests carried out by the said Factory Medical Practitioner shall be maintained in a separate register approved by the Chief Inspector-*cum*-Facilitator, which shall be kept readily available for inspection by the Inspector-*cum*-Facilitator.

**16. Medical examination by the Medical Officer.**— (1) Every worker employed in lead processes shall be examined by a Medical Officer within 15 days of his first employment. Such examination shall include tests for lead in urine and blood. Aminolevulinic Acid in urine,

haemoglobin content, stippling of cells and steadiness test. No worker shall be allowed to work after 15 days of his first employment in the factory unless certified fit for such employment by the Medical Officer.

(2) Every worker employed in the said processes shall be reexamined by a Medical Officer at least once in every three calendar months. Such reexamination shall wherever the Medical Officer considers appropriate include tests specified in sub-paragraph (1);

(3) The Medical Officer after examining a worker shall issue a certificate of fitness in Form-XXIV. The record of examination and reexamination carried on shall be entered in the certificate and the certificate shall be kept in the custody of the occupier/Manager of the factory. The record of each examination carried out under sub-paragraphs (1) and (2), including the nature and the results of the tests shall also be entered by the Medical Officer in a Health Register in Form-XXV.

(4) The certificate of fitness and the Health Register shall be kept readily available for inspection by the Inspector-*cum*-Facilitator.

(5) If at any time, the Medical Officer is of the opinion that a worker is no longer fit for employment in the process on the ground that continuance therein would involve special danger to the health of the worker, he shall make a record of his findings in the said certificate and the health register. The entry of his findings in those documents should also include the period for which he considers that the said person is unfit for work in the said processes.

(6) No person who has been found unfit to work as said in sub-paragraph (5) above shall be reemployed or permitted to work in the said process unless the Medical Officer, after further examination, again certifies him fit for employment in those process.

**17. Protective clothing.**— Protective clothing shall be provided and maintained in good repair for all persons employed in, -

- (a) manipulation of raw oxide of lead; (b) pasting;
- (c) the formation room;

and such clothing shall be worn by the persons concerned. The protective clothing shall consist of a water-proof apron and water-proof foot-wear and also as regards persons employed in the manipulation of raw oxide of lead or in pasting, head coverings. The head coverings shall be washed daily.



**18. Mess-room.**— There shall be provided and maintained for the use of all persons employed in a lead process and remaining on the premises during the meal intervals a suitable mess-room which shall be furnished with,-

- (a) sufficient tables and benches; and
- (b) adequate means for warming food.

The mess-room shall be placed under the charge of a responsible person, and shall be kept clean.

**19. Cloak-room.**— There shall be provided and maintained for the use of all persons employed in lead process, —

(a) A cloak-room for clothing put off during working hours with adequate arrangement for drying the clothing, if wet. Such accommodation shall be separate, from any mess-room.

(b) Separate and suitable arrangements for the storage of protective clothing provided under paragraph 16.

**20. Washing facilities.**— There shall be provided and maintained in a cleanly state and in good repair for the use of all persons employed in a lead process, -

(a) A wash place under cover, with either-

(i) a trough with a smooth impervious surface fitted with a waste pipe without plug, and of sufficient length to allow of at least 61 centimetres for every five such persons employed at any one time and having a constant supply of water from taps or jets above the trough at intervals of not more than 61 centimetres; or

(ii) at least one wash basin for every five such person employed at any one time, fitted with a waste pipe and plug and having a constant supply of water laid on:

(iii) a sufficient supply of clean towels made of suitable materials renewed daily, which supply in the case of pasters and persons employed in the manipulation of raw oxide of lead, shall include a separate marked towel for each such workers; and

(iv) a sufficient supply of soap or other suitable cleaning materials and of nail brushes.

(b) There shall in addition be provided means of washing in close proximity to the rooms in which manipulation of raw oxide of lead or pasting is carried on if, required by notice in writing from the Chief Inspector-*cum*-Facilitator.

**21. Time to be allowed for washing.**— Before each meal and before the end of day's work, at least ten minutes in addition to the regular meal times, shall be allowed for washing to each person who has been employed in the manipulation of raw oxide of lead or in pasting;

Provided that if, there be one basin or 61 centimetres of trough for such person this rule shall not apply.

**22. Facilities for bathing.**— Sufficient bath accommodation to the satisfaction of the Chief Inspector-*cum*-Facilitator shall be provided for all persons engaged in the manipulation of raw oxide of lead or in pasting and a sufficient supply of soap and clean towels.

**23. Food, drinks, etc., prohibited in workrooms.**— No food, drink, pen and supari or tobacco shall be consumed or brought by any workers into any workroom in which any lead process is carried on.

#### SCHEDULE-B-IV

##### GLASS MANUFACTURE

**1. Exemptions.**— If, the Chief Inspector-*cum*-Facilitator is satisfied in respect of any factory or any class of process that owing to the special methods of work or the special conditions in a factory or otherwise, any of the requirements of this Schedule can be suspended or relaxed without danger to the persons employed therein or that the application of this Schedule or any part thereof is for any reason impracticable, he may by certificate in writing authorize such suspension or relaxation as may be indicated in the certificate for such period and on such conditions as he may think fit.

**2. Definitions.**— For the purpose of this Schedule,-

(a) "Efficient exhaust draught" means, localized ventilation effected by mechanical means, for the removal of gas, vapour dust or fumes so as to prevent them (as far as practicable under the atmospheric conditions usually prevailing) from escaping into the air of any place in which work is carried on. No draught shall be deemed efficient which fails to remove smoke generated at the point where such gas, vapour, fume, or dust originate.

(b) "lead compound" means, any compound of lead other than Galena which, when treated in the manner, described below, yields to an aqueous solution of hydrochloric acid, a quantity of soluble lead compound exceeding, when calculated as lead compound exceeding, when calculated as lead monoxide, 5 percent of the dry weight of the portion for analysis.

The method of treatment shall be as follows:

A weighed quantity of the materials which has been dried at 100°C and thoroughly mixed shall be continuously shaken for one hour, at the common temperature with 1000 times its weight of an aqueous solution of hydrochloric acid containing 0.25 per cent by weight of hydrogen chloride. The solution shall thereafter, be allowed to stand for one hour and then filtered. The lead salt contained in the clear filtrate shall then be precipitated as lead sulphide and weighed as lead sulphate.

**3. Exhaust draught.**— The following processes shall not be carried on except under an efficient exhaust draught or under such other conditions as may be approved by the Chief Inspector-*cum*-Facilitator.

- (a) The mixing of raw materials to form a "Batch";
- (b) The dry grinding, glazing and polishing of glass or any article of glass;
- (c) All processes in which hydrofluoric acid fumes or ammoniac vapours are given off;
- (d) All processes in the making of furnace moulds or "pots" including the grinding or crushing of used "pots";
- (e) All processes involving the use of a dry lead compound;
- (f) All furnaces, heating ovens and driers; and
- (g) All machineries involving the secondary processing on glass material.

**4. Prohibition relating to pregnant women.**— No pregnant women shall be employed or permitted to work in any of the operations specified in paragraph 3 or at any place where such operations are carried on.

**5. Floors and work-benches.**— The floor and work-benches of every room in which a dry compound of lead is manipulate or in which any process is carried on giving off silica dust shall be kept moist and shall comply with the following requirements: -

The floors shall be,-

- (a) of cement or similar material so as to be smooth and impervious to water;
- (b) maintained in sound conditions;and
- (c) cleansed daily after being thoroughly sprayed with water at a time when no other work is being carried on in the room.

The work-benches shall,-

- (a) have a smooth surface and be maintained in sound condition, and
- (b) be cleansed daily either after being thoroughly damped or by means of a suction cleaning apparatus at a time when no other work is being carried on thereat.

**6. Use of hydrofluoric acid.**— The following provisions shall apply to room in which glass is treated with hydrofluoric acid:-

- (a) There shall be inlets and outlets of adequate size so as to secure and maintain efficient ventilation in all parts of the room;
- (b) the floor shall be covered with gutta-percha and be tight and shall slope gently down to a covered drain;
- (c) the work places shall be so enclosed in projecting hoods that openings required for bringing in the objects to be treated shall be as small as practicable; and
- (d) the efficient exhaust draught shall be so contrived that the gases are exhausted downwards.

**7. Storage and transport of hydrofluoric acid.**— Hydrofluoric acid shall not be stored or transported except in cylinders or receptacles made of lead or rubber.

8. Suitable facilities shall be readily available for sterilizing the blow-pipes used by the glass-blowers and such blow-pipes shall be sterilized at the beginning of the operation of blowing, each day.

**9. Food, drinks, etc., prohibited in work-rooms.—** No food, drink, pan or supari or tobacco shall be brought into or consumed by any employee in any room or work-place wherein any process specified in paragraph 3 is carried on.

**10. Protective clothing.—** The occupier shall provide, maintain in good repair and keep in a clean condition for the use of all persons employed in the processes specified in paragraph 3 suitable protective clothing, foot-wear and goggles according to the nature of the work and such clothing, foot-wear, *etc.*, shall be worn by the persons concerned.

**11. Washing facilities.—** There shall be provided and maintained in a cleanly state and in good repair for the use of all persons employed in the processes specified in paragraph 3,-

(a) a wash place with either-

(i) a trough with a smooth impervious surface fitted with a waste pipe, without plug and of sufficient length to allow of at least 61 centimetres for every five such persons employed at any one time and having a constant supply of water from taps or jets above the trough at intervals of not more than 61 centimetres; or

(ii) at least one wash basin for every five such persons employed at any one time fitted with a waste pipe and plug and having an adequate supply of water laid on or always readily available; and

(b) a sufficient supply of clean towels made of suitable materials renewed daily with a sufficient supply of soap or other suitable cleaning materials and of nail brushes; and

(c) a sufficient number of stand pipes with taps-the number and location of such stand pipes shall be to the satisfaction of the Chief Inspector-*cum*-Facilitator.

**12. Medical facilities and record of examination and tests.—**

(1) The occupier of every factory in which glass manufacturing processes are carried out, shall-

(a) appoint a qualified Medical Practitioner as the Factory Medical Practitioner for frequent medical examination of the workersemployed therein whose appointment shall be subject to the approval of the Chief Inspector-*cum*-Facilitator; and

(b) Provide to the said medical practitioner all the necessary facilities for the purpose referred to in clause (a).

(2) The record of medical examinations and appropriate tests carried out the said Factory Medical Practitioner shall be maintained in the Health Register in FORM XXV which shall be kept readily available for inspection by the Inspector-cum-Facilitator.

**13. Medical examination by the Medical Officer.—** (1) Every employee employed in processes specified in paragraph 2 shall be examined by a Medical Officer within 15 days of his first employment. Such examination shall include pulmonary function tests and in suspected cases, chest X-ray as well as tests for lead and urine. No worker shall be allowed to work after 15 days of his first employment in the factory unless certified fit for such employment by the Medical Officer.

(2) Every worker employed in the said processes shall be reexamined by a Medical Officer at least once in every twelve calendar months. Such reexamination shall, wherever, the Medical Officer shall consider appropriate, include test as specified in sub-paragraph (1).

(3) The Medical Officer after examining a work shall issue a Certificate of Fitness in Form-XXIV. The record of examination and reexaminations carried out shall be entered in the certificate and the certificate shall be kept in the custody of the occupier/manager of the factory. The record of each examination carried out under sub-paragraphs (1) and (2) including the nature and the result of the tests shall also be entered by the Medical Officer in the Health Register in Form XXV.

(4) The Certificate of Fitness and the Health Register shall be kept readily available for inspection by the Inspector-cum-Facilitator.

(5) If, at any time the Medical Officer is of the opinion that a worker is no longer fit for employment in the said processes on the ground that continuance therein would involve special danger to the health of worker, he shall make a record of his findings in the said Certificate and the Health Register. The entry of his findings in those documents should also include the period for which he considers that the said person is unfit for work in the said processes.

(6) No person who has been found unfit to work as said in sub-paragraph (5) shall be reemployed or permitted to work in the said processes unless the Medical Officer, after further examination, again certifies him fit for employment in those processes.

## SCHEDULE-B-V

**GRINDING OR GLAZING OF METALS AND PROCESSES  
INCIDENTAL THERETO****1. Definitions.—** For the purposes of this Schedule-

(a) “Grindstone” means, a grindstone composed of natural or manufactured sandstone, but, does not include a metal wheel or cylinder into which blocks of natural or manufactured sandstone are fitted.

(b) “Abrasive wheel” mean, a wheel manufactured of bonded energy or similar abrasive.

(c) “Grinding” means, the abrasion by aid of mechanical power of metal, by means of grindstone or abrasive wheel.

(d) “Glazing” means, the abrading, polishing or finishing, by aid of mechanical power of metal, by means of any wheel, buff, mop or similar appliance to which any abrading or polishing substance is attached or applied.

(e) “Racing” means, the turning up, cutting or dressing of a revolving grindstone before it is brought into use for the first time.

(f) “Hacking” means, the chipping of the surface of a grindstone by a Hack or similar tool.

(g) “Rodding” means, the dressing of the surface of a revolving grindstone by the applications of a rod, bar or strip of metal to such surface.

**2. Exceptions.—** (1) Nothing in this schedule shall apply to any factory in which only repairs are carried on except any part thereof in which one or more persons are wholly or mainly employed in the grinding or glazing of metals.

(2) Nothing in this Schedule except paragraph 4 shall apply to any grinding or glazing or metals carried on intermittently and at which no person is employed for more than 12 hours in any week.

(3) The Chief Inspector-*cum*-Facilitator may by certificate in writing, subject to such condition as he may specify therein, relax or suspend any of the provisions of this Schedule in respect of any factory it owing to the special methods of work or otherwise such relaxation or suspension is practicable without danger to the health or safety of the persons employed.

**3. Equipment for removal of dust.**— No racing, dry grinding or glazing shall be performed without,-

(a) a hood or other appliance so constructed, arranged, placed, and maintained as substantially to intercept the dust thrown off; and

(b) a duct of adequate size, airtight and so arranged as to be capable of carrying away the dust, which duct shall be kept free from obstruction and shall be provided with proper means of access for inspection and cleaning and where practicable with a connection at the end remote from the fan to enable the Inspector-cum-Facilitator to attach thereto any instrument necessary for ascertaining the pressure of air in the said duct; and

(c) a fan or other efficient means of producing a draught sufficient to extract the dust:

Provided that the Chief Inspector-cum-Facilitator may accept any other appliance, that is, in his opinion, as effectual for the interception, removal and disposal of dust thrown off as a hood duct and fan would be.

**4. Restriction on employment on grinding operations.**— Not more than one person shall at any time perform the actual process of grinding, or glazing upon a grindstone abrasive wheel or glazing appliance:

Provided that this paragraph shall not prohibit the employment of persons to assist in the manipulation of heavy or bulky articles at any such grindstone, abrasive wheel or glazing appliance.

**5. Glazing.**— Glazing or other processes, except processes incidental to wet grinding upon a grindstone shall not be carried on in any room in which wet grinding upon a grindstone is done.

**6. Hacking and rodding.**— Hacking or rodding shall not be done unless during the process either—

(a) an adequate supply of water is laid on at the upper surface of the grindstone; or

(b) adequate appliances for the interception of dust are provided in accordance with the requirement of paragraph 3.

**7. Examination of dust equipment.**— (a) All equipment for the extraction or suppression of dust shall at least once in every six months be examined and tested by a competent person, and any defect disclosed by such examination and test shall be rectified as soon as practicable.



(b) A register containing particulars of such examination and test shall be kept in Form XXVI.

**8. Medical facilities and record of examinations and tests.—** (1)

The occupier of every factory in which grinding or glazing of metal are carried out, shall-

- (a) appoint a qualified Medical practitioner for frequent medical examination of the employees employed therein whose appointment shall be subject to the approval of the Chief Inspector-*cum*-Facilitator; and
- (b) provide to the said medical practitioner all the necessary facilities for the purpose referred in clause (a).

(2) The record of medical examinations and appropriate tests carried out by the said medical practitioner shall be maintained in FORM XXV which shall be kept readily available for inspection by the Inspector-*cum*-Facilitator.

**9. Medical examination by the Medical Officer.—** (1) Every employee employed in grinding or glazing of metal and processes incidental thereto shall be examined by a Medical Officer within 15 days of his first employment. Such examination shall include pulmonary function tests and in suspected cases chest X-rays. No employee shall be allowed to work after 15 days of his first employment in the factory unless certified fit for such employment by the Medical Officer.

(2) Every employee employed in the said processes shall be reexamined by a Medical Officer at least once in every twelve calendar months. Such reexamination shall wherever, the Medical Officer considers appropriate include tests as specified in sub-paragraph (1).

(3) The Medical Officer after examining an employee, shall issue a certificate of fitness in Form-XXIV. The record of examination and reexaminations carried out shall be entered in the certificate and the certificate shall be kept in the custody of the occupier of the factory. The record of each examination carried out under sub-paragraphs (1) and (2) including the nature and the results of the tests, shall also be entered by the Medical Officer in a health register in Form-XXV.

(4) The certificate of fitness and the health register shall be kept readily available for inspection by the Inspector-*cum*-Facilitator.

(5) If, at any time, the Medical Officer is of the opinion that an worker is no longer fit for employment in the said processes on the ground that continuance therein would involve special danger to the health of the employee, he shall make a record of his findings in the said certificate and the health register. The entry of his findings in those documents should also include the period for which he considers that the said person is unfit for work in the said processes.

(6) No person who has been found unfit to work as said in sub-paragraph (5) shall be reemployed or permitted to work in the, said processes unless the Medical Officer, after further examination again certifies him fit for employment in those processes.

#### SCHEDULE-B-VI

#### MANUFACTURE AND TREATMENT OF LEAD AND CERTAIN COMPOUNDS OF LEAD

**1. Exemptions.**— Where, the Chief Inspector-*cum*-Facilitator is satisfied that all or any of the protection of this Schedule are not necessary for the protection of the persons employed, he may by certificate in writing exempt any factory all or any of such provisions, subject to such conditions as he may specify therein.

**2. Definitions.**— For the purpose of this Schedule.

(a) “Lead compound” means, any compound of lead other than galena which when treated in the manner described below, yields to an aqueous solution of hydrochloric acid, a quantity of soluble lead compound exceeding, when calculated as lead mono-oxide, five percent of the dry weight of the portion take for analysis. In the case of paints and similar products and other mixtures containing oil or fat, the “dry weight” means, the dry weight of the materials remaining after the substance has been thoroughly mixed and treated with suitable solvents to remove oil, fats, varnish or other media.

The method of treatment shall be as follows: -

A weight quantity of the material which has been dried at 100°C and thoroughly mixed shall be continuously shaken for once hour, at the common temperature with 1,000 times its weight an aqueous solution of hydrogen chloride containing 0.25 percent by weight of hydrogen chloride. This solution shall thereafter be allowed to stand for one hour and then filtered. The lead salt contained in the clean filtrate shall be precipitated as lead sulphide and weighed as lead sulphate.

(b) "Efficient exhaust draught" means, localized ventilation effected by heat or mechanical means, for the removal of gas, vapour, dust or fumes so as to prevent them (as far as practicable under the atmospheric conditions usually prevailing) from escaping into the air of any place in which work is carried on. No draught shall be deemed efficient which fails to remove smoke generated at the point where such gas, fumes or dust originate.

**3. Application.**— This Schedule shall apply to all factories or parts of factories in which any of the following operations are carried on:-

(a) Work at a furnace where the reduction or treatment of zinc or lead ores is carried on.

(b) The manipulation, treatment or reduction of ashes containing lead, the desilverising of lead or the melting of scrap lead or zinc.

(c) The manufactory of solder or alloys containing more than ten percent of lead.

(d) The manufacture of any oxide, carbonate, sulphate, chromate, acetate, nitrate or silicate of lead.

(e) Handling or mixing of lead tetra-ethyl.

(f) Any other operation involving the use of a lead compound.

(g) The cleaning of workroom where any of the operations aforesaid are carried on.

**4. Prohibition relating to women.**— No woman shall be employed or permitted to work in any process involving the use of lead compounds.

**5. Requirements to be observed.**— No person shall be employed or permitted to work in any process involving the use of lead compounds if, the process is such that dust or fume from a lead compound is produced therein or the persons employed therein are liable to be splashed with any lead compound in the course of their employment unless the provisions of paragraphs 6 to 14 complied with.

**6. Exhaust draught.**— Where dust, fume, gas or vapour is produced in the process, provision shall be made for removing them by means of any efficient exhaust draught so contrived as to operate on the dust, fume, gas or vapour as closely as possible to the point of origin.

**7. Medical facilities and record of examinations and tests.—**

(1) The occupier of every factory to which the schedule applies, shall-

- (a) appoint a qualified medical practitioner for frequent medical examination of the employees, employed therein whose appointment shall be subject to the approval of the Chief Inspector-*cum*-Facilitator; and
- (b) provide to the said Medical Practitioner all the necessary facilities for the purpose referred to in clause(a).

(2) The record of medical examinations and appropriate tests carried out by the said medical practitioner shall be maintained in a separate register approved by the Chief Inspector-*cum*-Facilitator, which shall be kept readily available for inspection by the Inspector-*cum*-Facilitator.

**8. Medical examination by the Medical Officer.—**

(1) Every employee employed in the processes referred to in paragraph(3) shall be examined by a Medical Officer within 15 days of his first employment. Such examination shall include test for lead in blood and urine, ALA in urine, haemoglobin content, stippling of cells and steadiness test. No employee shall be allowed to work after 15 days of his first employment in the factory unless certified fit for such employment by the Medical Officer.

(2) Every employee employed in the said processes shall be re-examined by a Medical Officer at least once in every three calendar months. Such reexamination shall wherever the Medical Officer consider appropriate include tests specified in sub-paragraph(1).

(3) The Medical Officer after examining an employee shall issue a certificate of fitness in Form-XXIV. The record of examination and re-examinations carried out shall be entered in the certificate and the certificate shall be kept in the custody of the occupier of the factory. The record of each examination carried out under sub-paragraphs (1) and (2) including the nature and the results of the tests, shall also be entered by the Medical Officer in a health register in Form-XXV.

(4) The certificate of fitness and health register shall be kept readily available for inspection by the Inspector-*cum*-Facilitator.

(5) If at any time the Medical Officer is of the opinion that an employee is no longer fit for employment in the said processes on the ground that continuance therein would involve special danger to the health of the employee, he shall make a record of his findings in the said certificate and the health register. The entry of his finding in those documents should also include the period for which he considers that the said person is unfit for work in the said processes.

(6) No person who has been found unfit to work as said in sub-paragraph (5) above shall be re-employed or permitted to work in the said processes unless he is certified fit for employment in those processes.

**9. Food, drinks, etc., prohibited in workrooms.**— No food, drink, pan and supari or tobacco shall be brought into or consumed by any employee in any workroom in which the process is carried on and no person shall remain in any such room during intervals for meals or rest.

**10. Protective clothing.**— Suitable protective overalls and head coverings shall be provided maintained and kept clean by the factory occupier and such overalls and coverings shall be worn by the person employed.

**11. Cleanliness of workrooms, tools, etc.**— The rooms in which the persons are employed and all tools and apparatus used by them shall be kept in a clean state.

**12. Washing facilities.**— (1) The occupier shall provide and maintain for the use of all persons employed suitable washing facilities consisting of.

- (a) a trough with a smooth impervious surface fitted with a waste pipe without plug and of sufficient length to allow at least 61 centimetres for every ten persons employed at any one time, and having a constant supply of clean water from taps or jets above the trough at intervals of not more than 61 centimetres; or
- (b) at least one wash basin for every ten persons employed at any one time, fitted with a waste pipe and plug and having a constant supply of clean water, together with, in either case, a sufficient supply of nail brush, soap or other suitable cleansing material and clean towel.

(2) The facilities so provided shall be placed under the charge of a responsible person and shall be kept clean.

**13. Mess-room or Canteen.—** The occupier shall provide and maintain for the use of the persons employed suitable and adequate arrangements for taking their meals. The arrangement shall consist of the use of a room separate from any workroom which shall be furnished with sufficient tables and benches and unless a canteen serving hot meals is provided, adequate means for warming food. The room shall be adequately ventilated by the circulation of fresh air, shall be placed under the charge of a responsible person and shall be kept clean.

**14. Cloak-room.—** The occupier shall provide and maintain for the use of persons employed, suitable accommodation for clothing not worn during working hours, and for the drying of wet clothing.

#### SCHEDULE-B-VII

### GENERATION OF GAS FROM DANGEROUS PETROLEUM

**1. Prohibition relating to pregnant women.—** No pregnant women shall be employed or permitted to work in or shall be allowed to enter any building in which the generation of gas from dangerous petroleum is carried on.

**2. Flame traps.—** The plant for generation of gas from dangerous petroleum and associated piping and fittings shall be fitted with at least two efficient flame traps so designed and maintained as to prevent a flash back from any burner to the plant. One of these traps shall be fitted as close to the plant as possible. The plant and all pipes and valves shall be installed and maintained free from leak.

**3. Generating building room.—** All plants for generation of gas from dangerous petroleum erected after the coming into force of the provisions specified in this Schedule, shall be erected outside the factory building proper in a separate well ventilated building (hereinafter referred to as the “generating building”) in the case of such plant erected before the coming into force of the provisions specified in this Schedule there shall be no direct communication between the room where such plants are erected (hereinafter referred to as “the generating room”), and the remainder of the factory building. So far as practicable, all such generating rooms shall be constructed of fire-resisting materials.

**4. Fire extinguishers.**— An efficient means of extinguishing petrol fires shall be maintained in an easily accessible position near the plant for generation of gas from dangerous petroleum.

**5. Plant to be approved by the Chief Inspector-cum-Facilitator.**— Gas from dangerous petroleum shall not be manufactured except in a plant for generating gas from dangerous petroleum, the design and construction of which has been approved by the Chief Inspector-cum-Facilitator.

**6. Escape of dangerous petroleum.**— Effective steps shall be taken to prevent dangerous petroleum from escaping into any drain or sewer.

**7. Prohibition relating to smoking, etc.**— No person shall smoke or carry matches, fire or naked light or other means of producing a naked light or spark in the generating room or generating building or in the vicinity thereof and a warning notice in the language understood by the majority of the employees shall be posted in the factory prohibiting smoking and the carrying of matches, fire or naked light or other means or producing a naked light or spark into such room or building.

**8. Access to dangerous petroleum or container.**— No unauthorized person shall have access to any dangerous petroleum or to a vessel containing or having actually contained (dangerous) petroleum.

**9. Electric fittings.**— All electric fittings shall be flame proof construction and all electric conductors shall either be enclosed in metal conduits or be lead- sheathed.

**10. Construction of doors.**— All doors in generating room or generating building shall be constructed to open outwards or to slide and no door shall be locked or obstructed or fastened in such a manner that it cannot be easily and immediately opened from the inside while gas is being generated and any person is working the generating room or generating building.

**11. Repair of Containers.**— No vessel that has contained petroleum shall be prepared in a generating room or generating building and no repairs to any such vessel shall be undertaken unless live-steam has been blown into the vessel and until the interior is thoroughly steamed out or other equally effective steps have been taken to ensure that it has been rendered free from dangerous petroleum or inflammable vapour.

## SCHEDULE-B-VIII

**CLEANING OR SMOOTHING, ROUGHENING, *ETC.*, OF  
ARTICLES, BY A JET OF SAND METAL SHOT,  
OR GRIT, OR OTHER ABRASIVE PROPELLED BY  
A BLAST OF COMPRESSED AIR OR STEAM.**

**1. Definitions.—** For the purposes of this Schedule: -

(i) “Blasting” means, cleaning, smoothing roughening, or removing of any part of the surface of any article by the use as an abrasive of jet of sand, metal shot, or grit or other material propelled by a blast of compressed air or steam;

(ii) “Blasting enclosure” mean, a chamber, barrel, cabinet or any other enclosure designed for the performance of blasting therein;

(iii) “Blasting Chamber” mean, a blasting enclosure in which any person may enter at any time in connection with any work or otherwise;

(iv) “Cleaning of castings” where done as an incidental or supplemental process in connection with the making of metal castings means the freeing of the casting from adherent sand or other substance and includes the removal of cores and the general smoothing of a casting, but, does not include the free treatment.

**2. Prohibition of sand blasting.—** Sand or any other substance containing free silica shall not be introduced as an abrasive into any blasting apparatus and shall not be used for blasting.

**3. Precautions in connection with blasting operations.—**

(1) Blasting shall not be done except in a blasting enclosure and no work other than blasting and any work immediately incidental hereto and clearing and repairing of the enclosure including the plants and appliances situated therein shall be performed in a blasting enclosure. Every door, aperture and joint of blasting enclosure shall be kept closed and air tight while blasting is being done therein.

(2) Blasting enclosure shall always be maintained in good condition and effective measures shall be taken to prevent dust escaping from such enclosure, and from apparatus connected therewith, into the air of any room.



(3) There shall be provided and maintained for and in connection with every blasting enclosure efficient apparatus for separating, so far as practicable, abrasive which has been used for blasting and which is to be used against as an abrasive, from dust or particles of other materials arising from blasting and no such abrasive shall be introduced into any blasting apparatus and used for blasting until it has been so separated:

Provided that this sub-paragraph shall not apply, except in the case of blasting chambers, to blasting enclosures construction or installed before the coming into force of this Schedule, if, the Chief Inspector-*cum*-Facilitator is of opinion that is not reasonably practicable to provide such separating apparatus.

(4) There shall be provided and maintained in connection with every blasting enclosure efficient ventilating plant to extract by exhaust draught effected mechanical means, dust produced in the enclosure. The dust extracted and removed shall be disposed of by such method and in such manner that it shall not escape into the air of any room and every other filtering or settling device situated in a room in which persons are employed, other than persons attending to such bag or other filtering or settling device shall be completely separated from the general air of that room in an enclosure ventilated to the open air.

(5) The ventilating plant provided for the purpose of sub-paragraph (4) shall be kept in continuous operation whenever the blasting enclosure is in use whether or not blasting is actually taking place therein, and in the case of a blasting chamber, it shall be operation even when any person is inside the chamber for the purpose of cleaning.

**4. Inspection and examination.—** (1) Every blasting enclosure shall be specially inspected by a competent person at least once in every week in which it is used for blasting. Every blasting enclosure, the apparatus connected therewith and ventilating plant, shall be thoroughly examined and in the case of ventilating plant, tested, by a competent person at least once in every month.

(2) Particulars of the result of every such inspection, examination and test shall forthwith be entered in a register, in FORM XXVI and shall be available for inspection by any workman employed in or in connection with blasting in the factory. Any defect found on any such inspection, examination or test shall be immediately reported by the person carrying out the inspection, examination or test to the occupier and without prejudice to the foregoing requirements of this schedule, shall be removed without available delay.

**5. Provision of protective helmets, gauntlets and overalls.—**

(1) There shall be provided and maintained for the use of all persons who are employed in a blasting chamber, whether in chamber, barrel cabinet or any other enclosure and for cleaning such a chamber barrel, cabinet or any other enclosure protective helmets of a type approved by a certificate of the Chief Inspector-*cum*-Facilitator and every such person shall wear the helmet provided for his use whilst he is in the chamber and shall not remove it until he is outside the chamber.

(2) Each protective helmet shall carry a distinguishing mark indicating the persons by whom it is intended to be used and no person shall be allowed or required to wear a helmet not carrying his mark or a helmet which has been worn by another person and has not since been thoroughly disinfected.

(3) Each protective helmet when in use shall be supplied with clean and not unreasonably cold air at a rate of not less than 0.17 cubic metre per minute.

(4) Suitable gauntlets and overalls shall be provided for the use of all persons while performing blasting or assisting at blasting and every such person shall while so engaged wear the gauntlet and overall provided.

**6. Precautions in connection with cleaning and other work.—**

(1) Where any person is engaged upon cleaning of any blasting apparatus, blasting enclosures or of any apparatus or ventilating plant connected therewith or the surroundings thereof or upon any other work in connection with any blasting apparatus or blasting enclosure or with any apparatus or ventilating plant connected therewith so that he is exposed to the risk of inhaling dust which has arisen from blasting. All practicable measures shall be taken to prevent such inhalation.

(2) In connection with any cleaning operation referred to in paragraph 5 and with the removal of dust from filtering or settling devices, all practicable measures shall be taken to dispose of the dust in such a manner that it does not enter the air of any room. Vacuum cleaner shall be provided and used whenever practicable for such cleaning operations.

**7. Storage accommodation for protective wear.—** Adequate and suitable storage accommodation for the helmets, gauntlets and overalls required to be provided by paragraph 5 shall be provided outside and

conveniently near to every blasting enclosure and such accommodation shall be kept clean. Helmets, gauntlets and overalls when not in actual use shall be kept in this accommodation.

**8. Maintenance and cleaning of protective wear.**— All helmets, gauntlets, overalls and other protective devices or clothing's provided and worn for the purposes of this schedule shall be kept in good condition and so far as is reasonably practicable shall be cleansed on every week-day in which they are used. Where dust arising from the cleaning of such protective clothing or devices is likely to be inhaled, all practicable measures shall be taken to prevent such inhalation. Vacuum cleaners shall, wherever practicable be used for removing dust from such clothing and compressed air shall not be used for removing dust from any clothing.

**9. Maintenance of vacuum cleaning plant.**— Vacuum cleaning plant used for the purpose of this Schedule shall be properly maintained.

**10. Medical facilities and record of examinations and tests.**—

(1) The occupier of every factory to which the schedule applies shall,-

- (a) appoint a qualified medical practitioner for frequent examination of the employee employed therein whose employment shall be subject to be approval of the Chief Inspector-*cum*-Facilitator; and
- (b) Provide to the said medical practitioner all the necessary facilities for the purpose referred to in clause (a).

(2) The record of medical examination and appropriate tests carried out by the said medical practitioner shall be maintained in a separate register approved by the Chief Inspector-*cum*-Facilitator, which shall be kept readily available for inspection by the Inspector-*cum*-Facilitator.

**11. Medical examination by the Medical Officer.**— (1) Every employee employed in any of the process to which this Schedule applied shall be examined by a Medical Officer within 15 days of his first employment. Such examination shall include pulmonary function test and chest X-ray. No employee shall be allowed to work after 15 days of his first employment in the factory unless certified fit for such employment by the Medical Officer.

(2) Every employee employed in the said processes shall be re-examined by a Medical Officer at least once in every twelve calendar months and such re-examination shall wherever the Medical Officer considers appropriate include pulmonary function test and chest X- ray once in every three years.

(3) The Medical Officer after examining an employee, shall issue a certificate of fitness in Form-XXIV. The record of examination and reexaminations carried out shall be entered in the certificate and the certificate shall be kept in the custody of the occupier of the factory. The record of each examination carried out under sub-paragraphs (1) and (2) including the nature and the results of the tests, shall also be entered by the Medical Officer in a health register in Form-XXV.

(4) The certificate of fitness and the health register shall be kept readily available for inspection by the Inspector-*cum*-Facilitator.

(5) If, at any time the Medical Officer is of the opinion that an employee is no longer fit for employment in the said processes on the ground that continuance therein would involve special danger to the employee, he shall make a record of his findings in the said certificate and the health register. The entry of his findings in those documents should also include the period for which he considers that the said person is unfit for work in the said processes.

(6) No person who has been found unfit to work in the said processes as said in sub-paragraph (5) above shall be reemployed or permitted to work unless the Medical Officer after further examination again certifies him fit for employment in those processes.

**12. Restriction in employment and prohibition of employment of pregnant women.**— No pregnant women shall be employed or permitted to work at blasting or assist at blasting or in any blasting chamber or in the cleaning of any blasting apparatus or any blasting enclosure or any apparatus or ventilating plant connected therewith or be employed on maintenance or repair work at such apparatus, enclosure or plant.

**13. Power to exempt or relax.**— (1) If, the Chief Inspector-*cum*-Facilitator is satisfied that in any factory or any class of factories, the use sand or other substance containing free silica as an abrasive in blasting is necessary for a particular manufacture or process (other than the process incidental or supplemental to making of metal castings) and that the manufacture or process cannot be carried on without the

use of such abrasive; or that owing to the special conditions or special method of work or otherwise any requirement of this Schedule can be suspended either temporarily or permanently, or can be relaxed without endangering the health of the persons employed; or that application of any such requirements is for any reason impracticable or inappropriate, he may, with the previous sanction of the State Government by an order in writing exempt the said factory or class of factories from such provisions of this Schedule, to such an extent and subject to such conditions and for such period as he may specify in the said order.

(2) Where an exemption has been granted under sub-clause (1) a copy of the order shall be displayed at a notice board at a prominent place at the main entrance or entrances to the factory and also at a place where the blasting is carried on.

#### SCHEDULE-B-IX

##### **LIMING AND TANNING OF RAW HIDES AND SKINS AND PROCESSES INCIDENTAL THERETO**

**1. Cautionary notices.**— (1) Cautionary notices as to anthrax in the form specified by the Chief Inspector-*cum*-Facilitator shall be affixed in prominent positions in the factory where they may be easily and conveniently read by the persons employed.

(2) A copy of a warning notice as to anthrax in the form specified by the Chief Inspector-*cum*-Facilitator shall be given to each person employed when he is engaged and subsequently if, still employed on the first day of each calendar year.

(3) Cautionary notices as to the effect of chrome on the skin shall be affixed in prominent positions in every factory in which chrome solutions are used and such notices shall be so placed as to be easily and conveniently read by the persons employed.

(4) Notices shall be affixed in prominent places in the factory stating the position of the "First-aid" box or cupboard and the name of the person in-charge of such box or cupboard.

(5) If, any person employed in the factory is illiterate, effective steps shall be taken to explain carefully to such illiterate person the contents of the notices specified in paragraphs 1, 2 and 4 and if, chrome solutions are used in the factory the contents of the notice specified in paragraph 3.

**2. Protective clothing.**— The occupier shall provide and maintain in good condition the following articles of protective clothing.

(a) Waterproof footwear, leg coverings, aprons and gloves for persons employed in processes involving contact with chrome solution including the preparation of such solutions;

(b) Gloves and boots for persons employed in lime yard; and

(c) Protective footwear, aprons and gloves for persons employed in processes involving the handling of hide or skins, other than in processes specified in clauses (a) and (b);

Provided that-

(i) the gloves, aprons, leg covering or boots, may be of rubber or leather but the gloves and boots to be provided under sub-clauses (a) and (b) shall be of rubber;

(ii) the gloves may not be provided to persons fleshing by hand or employed in processes in which there is no risk of contact with lime, sodium sulphide or other caustic liquor.

**3. Washing facilities, mess-rooms and cloak room.**— There shall be provided and maintained in a clean state and in good repair for the use of all persons employed-

(a) A trough with a smooth impervious surface fitted with a waste pipe without plug and of sufficient length to allow at least 61 centimetres for every ten persons employed at any one time and having a constant supply of water from taps or jets above the trough at intervals of not more than 61 centimetres;

(b) at least one wash basin for every ten such persons employed at any one time, fitted with a waste pipe and plug and having constant supply of water together with, in either case, a sufficient supply of nail brushes, soaps, other suitable cleansing materials and clean towels;

(c) a suitable mess-room adequate, for the number remaining on the premises during the meal intervals, which shall be furnished with sufficient tables and benches and adequate means for warming food and for boiling water.

The mess-rooms shall (1) be separate from any room or shed in which hides or skins are stored, treated or manipulated (2) be separated from the cloak-room and (3) be placed under the charge of responsible persons.

(d) The occupier shall provide and maintain, for the use of all persons employed, suitable accommodation for clothing put off during working hours and another accommodation for protective clothing and shall also make adequate arrangements for drying up the clothing in both the cases, if wet. The accommodation so provided shall be kept clean at all times and placed under the charge of responsible person.

**4. Food, drinks, etc., prohibited in workroom.—** No, food, drink, pan and supari or tobacco shall be brought into or consumed by any workroom or shed in which hides or skins are stored, treated or manipulated.

**5. Medical facilities and record of examinations and tests.—**

(1) The occupier of every factory to which the Schedule applies, shall-

- (a) appoint a qualified medical practitioner for frequent medical examination of the employees employed therein whose employment shall be subject to the approval of the Chief Inspector-*cum*-Facilitator;
- (b) provide to the said medical practitioner all the necessary facilities for the purpose referred to in clause (a);
- (c) arrange for inspection of the hands of all the persons keeping in contact with chromium substances to be made twice a week; and
- (d) provide and maintain and supply suitable ointment and plaster in a box readily accessible to the employees and solely used for the purpose of keeping the ointment and the plaster.

(2) The record of medical examinations and appropriate tests carried out by the said medical practitioner shall be maintained in a separate register approved by the Chief Inspector-*cum*-Facilitator, which shall be kept readily available for inspection by the Inspector-*cum*-Facilitator.

**6. Medical examination by the Medical Officer.—** (1) Every employee employed in any of the processes to which the schedule applies shall be examined by a Medical Officer within 15 days of his first employment. Such examination shall include skin test for dermatoses and detection of anthrax bacillus from local lesion by gram stain. No employee shall be allowed to work after 15 days of his first employment in the factory unless certified fit for such employment by the Medical Officer.

(2) Every employee employed in the said processes shall be reexamined by a Medical Officer at least once in every twelve calendar months. Such reexamination shall, wherever the Medical Officer considers appropriate include tests as specified in sub-paragraph (1).

(3) The Medical Officer after examining an employee, shall issue a certificate of fitness in Form-XXIV. The record of examination and reexamination carried out shall be entered in the certificate and the certificate shall be kept in the custody of the occupier of the factory. The record of each examination carried out under sub-paragraphs (1) and (2) including the nature and the results of the tests, shall also entered by the Medical Officer in a health register in Form-XXV.

(4) The certificate of fitness and the health register shall be kept readily available for inspection by the Inspector-*cum*-Facilitator.

(5) If, at any time the Medical Officer is of the opinion that an employee is no longer fit for employment in the said processes on the ground that continuance therein would involve special danger to the health of the employee, he shall make a record of his findings in the said certificate and the health register. The entry of his findings in those documents should also include the period for which he considers that the said person is unfit, for work in the said process.

(6) No person who has been found unfit to work as said in sub-paragraph (5) above shall be reemployed or permitted to work in the said processes unless the Medical Officer, after further examination, again certifies him fit for employment in those processes.



## SCHEDULE-B-X

## CELLULOSE SPRAYING

**1. Application.**— The provisions of this Schedule shall apply to all factories or parts of factories in which the spraying of cellulose ester paints, or lacquers is carried on.

**2. Prohibition of employment of pregnant women.**— No pregnant women shall be employed in any factory on the operation specified in paragraph 1 above.

**3. Exhaust draughts.**— An efficient exhaust draught shall be provided by mechanical means the process specified in paragraph 1. The draught shall operate on the vapour given off in the process as near as may be at the point of origin so as to prevent it (as far as practicable under the atmospheric conditions usually prevailing) from escaping into the air of any place in which work is carried on. The draught shall be maintained working for a period of at least five minutes after the cessation of the operation:

Provided that the Chief Inspector-*cum*-Facilitator may grant exemption from these provisions if, he is satisfied that due to the casual nature of the operation, they are not necessary to secure health of the employees.

**4. Position of spray operation.**— Arrangements shall, as far as practicable be made so as to render it unnecessary for the person operating the spray to be in a position between a ventilating outfit and the article being sprayed.

## SCHEDULE-B-XI

GRAPHITE POWDERING AND PROCESSES INCIDENTAL  
THERETO

**1. Application.**— The provisions of this Schedule shall apply to all factories or parts of factories in which the grinding and sieving of graphite and the processes incidental thereto are carried on.

**2. Prohibition of employment of pregnant women.**— No pregnant women shall be employed in any factory upon any of the operations specified in paragraph above.

**3. Medical certificates and examinations.**— (1) No person shall be employed in any factory for more than fifteen days in the year upon any of the operations specified in paragraph 1 above unless special certificate of fitness in Form No. XXIV, granted to him by a Medical Officer, is in the custody of the occupier of the factory.

(2) The Inspector-*cum*-Facilitator may require that any person in respect of whom a certificate referred to in sub-paragraph (1) has been granted shall carry with him while at work a token giving reference to such certificate.

(3) Every person so employed shall be medically examined by a Medical Officer at intervals of not more than six months and a record of such examinations shall be entered in the special certificate granted under sub-paragraph (1).

(4) If, at any time a Medical Officer is of opinion that any person is no longer fit for employment upon any of the operations specified in paragraph 1 above, he shall cancel the special certificate of fitness granted to that person.

(5) No person whose special certificate of fitness has been cancelled shall be employed upon any of the operations specified in paragraph 1 above unless a Medical Officer again certifies him to be fit.

**4. Exhaust draughts.**— Provisions shall be made for removing the dust produced in any of the operations specified in paragraph 1 above by means of an efficient exhaust draught so contrived as to operate on the dust as closely to the point of origin as possible:

Provided that where the provision of an exhaust draught is not reasonably practicable the Inspector-*cum*-Facilitator may require.

(a) respirators of a type approved by him to be provided and maintained in a clean and efficient condition by the occupier and worn by every person working under such condition; and

(b) the damping of floors, apparatus and material to prevent the raising of dust.

**5. Floors and work-benches.**— (1) The floor of every room in which any person is employed upon any of the operations specified in paragraph 1 above shall be of cement or other impervious materials.

(2) The top of every work-bench in every such room shall be of impervious material.

(3) The said floors and work-benches shall be kept clean and in good condition.

(4) The Inspector-*cum*-Facilitator may, by order in writing require the said floors and work-benches to be kept wet in such manner as he may deem suitable in order to reduce dust.

**6. Washing facilities.**— The occupier shall provide and maintain in a clean state and in good repair for the use of persons employed upon any of the operations specified in paragraph 1 above either.

(a) a trough with smooth impervious surface fitted with a waste pipe without plug, and of sufficient length to allow at least 61 centimetres for every five such persons employed at any one time, and having a constant supply of water from taps or jets above the trough at intervals of not more than 61 centimetres, or

(b) at least one wash basin for every five such person employed at any one time, fitted with a waste pipe and plug and having constant supply of water, together with, in either case a sufficient supply of nail brushes, soap or other suitable cleaning material and clean towels.

**7. Food, drink and tobacco.**— No food, drink, pan, supari or tobacco shall be brought into or consumed in, any room in which any person is employed upon of the operations specified in paragraph 1 above.

**8. Protective clothing.**— Adequate protective clothing such as overalls in a clean condition shall be provided by the occupier to every person employed upon any of the operations specified in paragraph 1 above.

**9. Exemptions.**— The Chief Inspector-*cum*-Facilitator may exempt any factory or part of a factory from the provisions of paragraphs 4 to 7 to the extent be deemed suitable if, he is satisfied that their observances are not necessary for safe-guarding the health of the operatives.

## SCHEDULE-B-XII

**PRINTING PRESS AND TYPE FOUNDRIES-CERTAIN  
LEAD PROCESS CARRIED THEREIN**

**1. Exemptions.—** Where the Chief Inspector-*cum*-Facilitator is satisfied that all or any of the provisions of this Schedule are not necessary for the protection of persons employed, he may, by certificate in writing, exempt any factory from all or any of such provisions subject to such conditions as he may specify therein. Such certificate may at any time be revoked by the Chief Inspector-*cum*-Facilitator.

**2. Definitions.—** In these regulations- (1) “Lead materials” means, materials containing not less than 5 percent of lead.

(2) “Lead process”-

(a) the melting of lead or any material for casting and mechanical composing;

(b) the recharging of machines with used lead material; or

(c) any other work including removal of dross from melting pots, cleaning of plungers; and

(d) manipulation, movement or other treatment of lead material.

(3) “Efficient exhaust draught” means, localized ventilation effected by heat or mechanical means for the removal of gas, vapour, dust or fumes so as to prevent them from escaping into the air of any place in which work is carried on. No draught shall be deemed efficient which fails to remove gas, vapour, fume or dust at the point where they originate.

**3. Exhaust draught.—** None of the following processes shall be carried on except with an efficient exhaust draught:-

(a) Melting lead material or slugs;

(b) Heating lead material so that vapour containing lead is given off; or

unless carried on in such a manner as to prevent free escape of gas, vapour, fumes or dust into any place in which work is carried on; or,

unless carried on in electricity heated and thermostatically controlled melting pots.

Such exhaust draught shall be effected by mechanical means and so contrived as to operate on the dust, fume, gas or vapour given off as closely as may be at its point of origin.

**4. Prohibition relating to women.**— No woman shall be employed or permitted to work in any lead process.

**5. Separation of certain processes.**— Each of the following processes shall be carried on in such a manner and under such conditions as to secure of actual separation from one another and from any other process:

- (a) melting of lead or any lead material;
- (b) casting of lead ingots;
- (c) mechanical composing.

**6. Container for dross.**— A suitable receptacle with tightly fitting cover shall be provided and used for dross as it is removed from every melting pot. Such receptacle shall be kept covered while in the work-room near the machine except when the dross is being deposited therein.

**7. Floor of work-room.**— The floor of every work-room where lead process is carried on shall be—

- (a) of cement or similar material so as to be smooth and impervious to water;
- (b) maintained in sound condition; and
- (c) shall be cleansed throughout daily after being thoroughly damped with water at a time when no other work is being carried on at the place.

**8. Mess-room.**— There shall be provided and maintained for the use of all persons employed in a lead process and remaining on the premises during the meal intervals, a suitable mess-rooms which shall be furnished with sufficient tables and benches.

**9. Washing facilities.**— There shall be provided and maintained in a clean state and in good repair for the use of all persons employed in a lead process,

(a) a wash place with either-

(i) a trough with smooth impervious surface fitted with a waste pipe without plug, and of sufficient length to allow at least 61 centimetres for every five such persons employed at any one time and having a constant supply of water from taps or jets above the trough at interval of not more than 61 centimetres; or

(ii) at least one wash basin for every five such persons employed at any one time fitted with a waste pipe and plug and having an adequate supply of water laid on or always readily available; and

(b) sufficient supply of clean towels made of suitable material renewed daily with a sufficient supply of soap or other suitable cleaning material.

**10. Medical facilities and record of examinations and tests.—**

(1) The occupier of every factory to which the schedule applies, shall-

(a) appoint a qualified medical practitioner for frequent medical examination of the employees employed therein whose employment shall be subject to the approval of the Chief Inspector-*cum*-Facilitator; and

(b) the record of medical examinations and appropriate tests carried out by the said medical practitioner shall be maintained in a separate register approved by the Chief Inspector-*cum*-Facilitator, which shall be readily kept available for inspection by the Inspector-*cum*-Facilitator.

**11. Medical examination by the Medical Officer.—** (1) Every employee employed in a lead process shall be examined by a Medical Officer within 15 days of his first employment. Such examination shall include tests for lead in urine and blood, Aminolaevulinic acid in urine, haemoglobin, stippling of cells and steadiness test. No employee shall be allowed to work after 15 days of his first employment in the factory unless certified fit for such employment by the Medical Officer.

(2) Every employee employed in the said processes shall be reexamined by a Medical Officer at least once in every six calendar months. Such reexamination shall wherever the Medical Officer considers appropriate include tests as specified in sub-paragraph (1).

(3) The Medical Officer after examining an employee, shall issue a certificate of fitness in Form-XXIV. The record of examination and reexamination carried out shall be entered in the certificate and the certificate shall be kept in the custody of the occupier of the factory. The record of each examination carried out under sub-paragraphs (1) and (2), including the nature and the results of the tests, shall also be entered by the Medical Officer in a health register in Form-XXV.

(4) The certificate of fitness and the health register shall be kept readily available for inspection by the Inspector-*cum*-Facilitator.

(5) If, at any time, the Medical Officer is of the opinion that an employee is no longer fit for employment in the said processes on the ground that continuance therein would involve special danger to the health of the employee, he shall make a record of his findings in the said certificate and the health register. The entry of his findings in those documents should also include the period for which he considers that the said person is unfit to work in the said processes.

(6) No person who has been found unfit to work as said in sub-paragraph (5) shall be reemployed or permitted to work in the said processes unless the Medical Officer, after further examination, again certifies him fit for employment in those processes.

**12. Food, drink, etc., prohibited in workrooms.**— No food, drink, pan and supari or tobacco shall be consumed or brought by any employee into any workroom in which any lead process is carried on.

#### SCHEDULE-XIII

##### CASHEWNUT PROCESSING

**1. Application.**— The provisions of this Schedule shall apply to all factories in which roasting, scrubbing or shelling of cashewnut or extracting oil from cashewnut or cashewnut shells is carried on.

**2. Prohibition of employment of women.**— No woman shall be employed in any of the processes specified in paragraph 1 except in shelling of roasted cashewnuts.

**3. Protective clothing and equipment.**— The occupier shall provide and maintain -

(i) for the use of all persons employed in roasting or scrubbing of cashewnuts or extracting oil from cashewnuts or cashewnuts shells:

- (a) Suitable rubber or washable leather gloves;
  - (b) Suitable impervious aprons with sleeves to cover the body down to the knees and shoulders, and
  - (c) Suitable foot-wear to afford protection to the feet and legs against cashewnut oil:
- (ii) for the employees employed in cashewnut shelling, either-
- (a) Protective ointment containing 10 per cent of shellac, 55 per cent of alcohol, 10 per cent of sodium perborate, 5 per cent of carbitol and 20 per cent talc, or
  - (b) a sufficient quantity of kaolin and coconut oil; and
  - (iii) any other material or equipment which the Chief Inspector-*cum*-Facilitator may deem to be necessary for the protection of the employees.

**4. Use of protective clothing and equipment.**— Every person employed in the processes specified in paragraph 1, shall make use of the protective clothing and equipment supplied and arrangement shall be made by the occupier to supervise their use, maintenance and cleanliness.

**5. Disposal of shells, ashes or oil cashewnut.**— (i) Shells, ashes or oil of cashewnut shall not be stored in any room in which employees are employed and shall be removed at least twice a day to any pit or enclosed place in the case of shells and ashes and to close containers kept in a separate room in the case of oil.

(ii) No employee shall be allowed to handle shells or oil of cashewnut without using the protective measures provided in paragraph 3.

**6. Floors of workrooms.**— The floor of every workroom in which the processes specified in paragraph 1 are carried on shall be of a hard material so as to be smooth and impervious and of even surface and shall be cleaned daily and spillage of any cashewnut oil in any work room shall be washed with soap and cleaned immediately.

**7. Seating accommodation.**— Employees engaged in shelling of cashewnut shall be provided with adequate seats or work-benches which shall be cleaned daily.



**8. Mess-rooms.**— (a) There shall be provided and maintained for the use of all persons employed in the processes specified in paragraph 1 a suitable rest room furnished with a number of tables and chairs or benches.

(b) Separate lockers shall be provided where food, *etc.*, shall be stored by employee before it is consumed in the rest room.

**9. Food, drinks, *etc.*, prohibited in workrooms.**— No food, drinks, pan, supari or tobacco shall be brought or consumed by any employee in any room in which the processes specified in paragraph 1 are carried out and no person shall remain in any such room during intervals for meals or rest.

**10. Washing facilities.**— Where roasting scrubbing and shelling of cashewnuts or extracting oil from cashewnuts or cashewnut shells is carried on, there shall be provided and maintained, in clean and good repair, washing facilities, at the scale of one tap or stand pipe for every ten employees, the taps or stand pipes being spaced not less than 122 centimetres apart and also a sufficient supply of soap, coconut oil, nail brushes and towels.

**11. Time allowed for washing.**— Before each meal and before the end of the day's work at least ten minutes in addition to the regular meal times, shall be allowed to any person employed in the processes specified in paragraph 1, for the purpose of washing.

**12. Smoke or gas produced by roasting cashewnuts.**— Where smoke or gas is produced in the operation of roasting, provision shall be made for removing the smoke or gas through chimney of sufficient height and capacity or by such other arrangements as may be necessary to prevent the gas or smoke from escaping into the air or any place in which employees are employed.

**13. Storage of protective equipment.**— A suitable room or a portion of the factory suitably partitioned off, shall be provided exclusively for the storage of all the protective equipment supplied to the employees and no such equipment shall be stored in any place other than the room or place so provided.

**14. Medical facilities and record of examinations and tests.—**

(1) The occupier of every factory to which this Schedule applies, shall-

- (a) appoint a qualified medical practitioner for frequent medical examination of the employees employed therein whose employment shall be subject to the approval of the Chief Inspector-*cum*-Facilitator; and
- (b) provide to the medical practitioner all the necessary facilities for the purpose referred to in clause (a).

(2) The said medical practitioner shall inspect daily the hands and feet of all the persons employed in the process specified in paragraph 1.

(3) The record of such examination carried out by the medical practitioner shall be maintained in a separate register approved by the Chief Inspector-*cum*-Facilitator, which shall be kept readily available for inspection by the Inspector-*cum*-Facilitator.

(4) The first-aid box maintained shall also contain Burrough's solution (1:20) and aqueous solution of tannic acid (10%) for treatment of cases of dermatitis.

**15. Medical examination by the Medical Officer.—** (1) Every employee employed in the processes specified in paragraph 1 shall be examined in by a Medical Officer within 15 days of his first employment. Such examination shall include skin test for dermatitis and no employee shall be allowed to work after 14 days of his first employment in the factory unless certified fit for such employment by the Medical Officer.

(2) Every employee employed in the said process shall be reexamined by a Medical Officer at least once in every three calendar months. Such examinations shall wherever the Medical Officer considers appropriate, include asking test for dermatitis.

(3) The Medical Officer after examining an employee, shall issue a certificate of fitness in Form XXIV. The record of examination and re-examination carried out shall be entered in the certificate and the certificate shall be kept in the custody of the occupier of the factory. The record of each examination carried out under sub-paragraphs (1) and (2) including the nature and the results of these tests, shall also be entered by the Medical Officer in a health register in Form XXV.

(4) The certificate of fitness and the health register shall be kept readily available for inspection by the Inspector-*cum*-Facilitator.

(5) If at any time, the Medical Officer is of the opinion that an employee is no longer fit for employment in the said processes on the ground that continuance therein would involve special danger to the health of the employee, he shall make a record of his findings in the said certificate and the health register. The entry of his findings in those documents should also include the period for which he considers that the said person is unfit to work in the said process.

(6) No persons who has been found unfit to work as said in sub- paragraph (5) shall be reemployed or permitted to work in the said processes unless the Medical Officer, after further examination, again certifies him fit for employment in those processes.

**16. Exemption.**— The Chief Inspector-*cum*-Facilitator may grant exemption from the operation of any of these provisions where he is satisfied that their observance is not necessary for safeguarding the health of the employees.

#### SCHEDULE-B-XIV

##### **DYEING, STENCILLING AND PAINTING OF MATS, MATTINGS AND CARPETS IN COIR AND FIBRE FACTORIES**

**1. Application.**— These provisions shall apply to all coir factories in which stencilling or painting of mats or mattings or carpets is carried on, and to all coir and fibre factories in which dyeing of yarn (other than cotton yarn) and fibre is carried on.

**2. Prohibition of employment of women.**— No woman shall be employed or permitted to work in any of the operations specified in clause 1.

**3. Protective measures.**— The occupier shall provide free of cost and maintain in a good condition for use of all persons engaged in the operations specified in clause 1;

- (a) Suitable rubber gloves of durable quality for both hands.
- (b) Rubber boots of durable quality for both legs.
- (c) goggles; and

(d) any other material or appliance which in the opinion of the Chief Inspector-*cum*-Facilitator shall be necessary for the protection employees.

**4. Wearing of gloves, boots and goggles.**— All persons engaged in any of the operations specified in clause 1, shall, while at work in those processes, make use of the materials and appliances provided under clause 3.

**5. Food and drink.**— No food or drink shall be brought into or consumed in, in any room in which any of the operations specified in clause 1 is carried on.

**6. Floor of workrooms.**— The floor of every room in which any of the operations specified in clause 1 is carried on shall be—

- (a) of cement or similar material so as to be smooth and impervious to water;
- (b) maintained in sound conditions; and
- (c) provided with suitable and adequate arrangement for drainage.

**7. Washing Facilities.**— (i) The occupier shall provide and maintain for the use of all persons employed in operations specified in clause 1, suitable washing facilities consisting of:

- (a) a masonry or steel water tank capable of holding sufficient water and having taps at the rate one tap for every ten persons employed at any one time, the floor around the tank and below the taps being cement plastered and maintained in sound and clean condition and suitable and adequate arrangements for drainage being provided around the tanks and the taps.
- (b) sufficient supply of nail brushes, non-irritable soap or other suitable cleaning materials and clean towels.

(ii) The facilities so provided shall be placed under the charge of a responsible person and shall be kept clean.

(iii) The following method shall be adopted in removing dye from the hands of employees and the occupier shall make readily available in the premises of the factory all the chemicals required for the purposes in the specified proportion.

- (a) wash with sulphonated oil followed by water;
- (b) wash in 1 to 2000 solution of potassium permanganate;

(c) wash in two per cent solution of sodium hydro-sulphite or in two per cent solution of sodium bisulphite.

(d) wash in water; and

(e) application of lanolim cream.

*Note :* No person shall be allowed to use turpentine, petroleum distillates, bleaching powder and other bleaches for removing dirt, and dye from his hands.

**8. Medical examination.—** (1) Every person employed in any of the operations specified in clause 1 shall be medically examined by a Medical Officer within fourteen days of his first employment in such operations and thereafter shall be examined by the Medical Officer at intervals of not more than twelve months and a record of such examinations shall be entered by the Medical Officer in the Health Register in Form No. XXV.

(2) A health Register in Form No. XXV containing the names of all persons employed in the operations specified in clause 1 shall be kept.

(3) No person after suspension shall be employed unless the Medical Officer after reexamination, again certifies him to be fit for employment.

*Explanation:* “Suspension” means, suspension from employment in any of the operations specified in the Health Register signed by the Medical Officer who shall have power to suspend any person employed in any such operation.

**9. Dermatitis.—** (i) The occupier shall make arrangements to give suitable jobs to employees affected by chronic dermatitis.

(ii) The occupier shall notify to the Medical Officer all cases of dermatitis.

**10. Exemption.—** The Chief Inspector-*cum*-Facilitator may grant exemption from the operation of clauses 3, 4, 5, 6 and 7 to the extent he deems suitable where he is satisfied that their observance is not necessary for safeguarding the health of the operatives.

## SCHEDULE-B-XV

**HANDLING AND MANIPULATION OF CORROSIVE SUBSTANCES****1. Definition.—** For the purpose of this Schedule-

(a) “Corrosive operation” means, an operation of manufacturing, storing, handling, processing, packing, or using any corrosive substance in a factory.

(b) “Corrosive substance” includes sulphuric acid, nitric acid, hydrochloric acid, hydrofluoric acid, carbolic acid, phosphoric acid, liquid chlorine, liquid bromine, ammonia, sodium hydroxide and potassium hydroxide and a mixture thereof, and any other substance which the Government by notification in the Official Gazette, specify to be a corrosive substance.

**2. Flooring.—** The floor of every workroom of factory in which corrosive operation is carried on shall be made of impervious, corrosion and fire-resistant materials and shall be so constructed as to prevent collection of any corrosive substance. The surface of such flooring shall be smooth and cleansed as often as necessary and maintained in a sound condition.

**3. Protective equipment.—** (a) The occupier shall provide for the use of all persons employed in any corrosive operation suitable protective wear for hands and feet, suitable aprons, face shields, chemical safety goggles, and respirators. The equipment's shall be maintained in good order and shall be kept in clean and hygienic condition by suitably treating to get rid of the ill effects of any absorbed chemicals and by disinfecting. The occupier shall also provide suitable creams and other preparations wherever necessary.

(b) The protective equipment and preparations provided shall be used by the persons employed in any corrosive operation.

**4. Water facilities.—** Where any corrosive operation is carried on, there shall be provided as close to the place of such operation as possible, a source of clean water at a height of 210 centimetres. from a pipe of 1.25 centimetre diameter and fitted with a quick acting valve so that in case of injury to the employee by any corrosive substance, the injured part can be thoroughly flooded with water. Whenever necessary, in order to ensure continuous water supply, a storage tank having a

minimum length, breadth and height of 210 centimetres, 120 centimetres and 60 centimetres respectively or such dimensions as are approved by the Chief Inspector-*cum*-Facilitator shall be provided as the source of clean water.

**5. Cautionary Notice.**— A cautionary notice in the following form and printed in the language which majority of the employees employed understand, shall be displayed prominently close to the place where any of the operations mentioned in paragraph 2 above is carried out and where it can be easily and conveniently read by the employees. If any employee is illiterate, effective steps shall be taken to explain carefully to him the contents of the notice so displayed.

<p style="text-align: center;"><b>CAUTIONARY NOTICE</b></p> <p style="text-align: center;"><b>DANGER</b></p> <p>Corrosive substances cause severe burns and vapours thereof may be extremely hazardous. In case of contact, immediately flood the part affected with plenty of water for at least 15 minutes.</p>
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**6. Transport.**— (a) Corrosive substances shall not be filled, moved or carried except in containers or through pipes and when they are to be transported in containers, they shall be placed in crates of sound construction and of sufficient strength.

(b) A container with a capacity of 11.5 litres or more of a corrosive substance shall be placed in a receptacle or crate and then carried by more than one person at a height below the waist line unless a suitable rubber wheeled truck is used for the purpose.

(c) Containers for corrosive substance shall be plainly labelled.

**7. Devices for handling corrosives.**— (a) Tilting, lifting or pumping arrangement shall be used for emptying jars, carboys and others containers of corrosives.

(b) Corrosive substance shall not be handled by bare hands but by means of a suitable scoop or other device.

**8. Opening of valves.**— Valves fitted to containers holding a corrosive substance shall be opened with a great care, if, they do not work freely, they shall not be forced open. They shall be opened by an employee suitably trained for the purpose.

**9. Cleaning tanks, stills, etc.—** (a) In cleaning out or removing residues from stills or other large chambers used for holding any corrosive substance, suitable implements made of wood or other materials shall be used to prevent production of arseniuretted hydrogen (arsine).

(b) whenever it is necessary for the purpose of cleaning or other maintenance work for any employee to enter chamber, tank, vat, pit or other confined space where a corrosive substance had been stored, all possible precautions required under the code, shall be taken to ensure the employee's safety.

(c) Wherever possible, before repairs are undertaken to any part of equipment in which a corrosive substance was handled, such equipment or part thereof shall be freed of any adhering corrosive substance by adopting suitable methods.

**10. Storage.—** (a) Corrosive substances shall not be stored in the same room with other chemicals, such as turpentine, carbides, metallic powders and combustible materials, the accidental mixing with which may cause a reaction which is either violent or gives rise to toxic fumes and gases.

(b) Pumping or filling overhead tanks, receptacles, vats or other containers for storing corrosive substances shall be so arranged that there is no possibility of any corrosive substance overflowing and causing injury to any person.

(c) Every container having a capacity of twenty litres or more and every pipeline, valves, and fitting used for storing or carrying corrosive substances shall be thoroughly examined every year for finding out any defects and the defects shall be removed forthwith. A register shall be maintained of every such examination made and shall be produced before the Inspector-*cum*-Facilitator whenever required.

**11. Fire extinguishers and fire fighting equipment.—** An adequate number of suitable types of fire extinguishers or other firefighting equipment, depending on the nature of chemicals stored, shall be provided. Such extinguishers or other equipment shall be regularly tested and refilled. Clear instructions as to how the extinguishers or other equipment should be used, printed in the language which majority of the employees employed understand, shall be affixed near each extinguisher or other equipment.



**12. Exemption.**— If, in respect of any factory on an application made by the occupier, the Chief Inspector-*cum*-Facilitator is satisfied that owing to the exceptional circumstances, or the infrequency of the process or for any other reasons to be recorded by him in writing, all or any of the provisions of this Schedule are not necessary for the protection of the persons employed therein, he may by a certificate in writing which he may, at any time revoke, exempt the factory from such of the provisions and subject to such conditions as he may specify therein.

#### SCHEDULE-XVI

#### POTTERY AND CERAMICS INDUSTRY

**1. Definition.**— For the purposes of this Schedule-

(a) “Pottery” includes earthenware, stoneware, porcelain, China tiles and any other articles made from clay or from a mixture containing clay and other materials such as quartz, flint, feldspar and Gypsum.

(b) “efficient exhaust draught” means, localized ventilation effected by mechanical or other means, for the removal of dust or fume so as to prevent it from escaping into the air of any place in which work is carried on. No draught shall be deemed efficient which fails to remove effectively dust or fume generated at the point where dust or fume originates.

(c) “fettling” includes scalloping, towing sand papering, sand sticking, brushing or any other process of cleaning of pottery-ware in which dust is given off.

(d) “leadless glaze” means, a glaze which does not contain more than one percent of its dry weight of a lead compound calculated as lead monoxide.

(e) “low solubility glaze” means, a glaze which does not yield to dilute hydrochloric acid more than five percent of its dry weight of a soluble lead compound calculated as lead monoxide when determined in the manner described below.

A weighted quantity of the material which has been dried at 100°C and thoroughly mixed shall be continuously shaken for one hour, at the common temperature with 1,000 times its weight of an aqueous solution of hydrochloric acid containing 0.25 percent by weight of

hydrogen chloride. This solution shall thereafter be allowed to stand for one hour and then filtered. The lead salt contained in the clearfiltrate shall then be precipitated as lead sulphide and weighed as lead sulphide.

(f) "ground or powdered flint or quartz" does not include natural sands.

(g) "Potter's shop" includes all places where pottery is formed by pressing or by any process and all places where shaping, fettling or other treatment of pottery articles prior to placing for the biscuit fire is carried on.

**2. Efficient exhaust draught.**— The following processes shall not be carried on without the use of an efficient exhaust draught:

(i) All processes involving the manipulation or use of a dry and unfritted lead compound;

(ii) The fettling operations of any kind, whether on green ware or biscuit, provided that this shall not apply to the wet fettling, and to the occasional finishing of pottery articles without the aid of mechanical power;

(iii) The sifting of clay dust or any other material for making tile or other articles by pressure, except where-

(a) this is done in a machine so enclosed as to effectively prevent the escape of dust; or

(b) the material to be sifted is so damp that no dust can be given off.

(iv) The pressing of tiles from clay dust, an exhaust opening being connected with each press; this clause shall also apply to the pressing from clay dust of articles other than tiles, unless the material is so damp that no dust is given off.

(v) (a) The fettling of tiles made from clay dust, by pressure, except where the fettling is done wholly on, or with, damp material;

(b) The fettling of other articles made from clay dust, unless the material is so damp that no dust is given off;

(vi) The process of loading and unloading of saggars, where handling and manipulation of ground, and powdered flint, quartz, alumina or other materials are involved;

(vii) The brushing of earthenware biscuit, unless the process is carried on in a room provided with efficient general mechanical ventilation or other ventilation which is certified by the Inspector-cum-Facilitator as adequate, having regard to all the circumstances of the case;

(viii) Fettling of biscuit ware which has been fired in powdered flint or quartz except where this is done in machines so enclosed as to effectively prevent the escape of dust;

(ix) Where cleaning after application glaze by dipping or other process;

(x) Crushing and dry grinding of materials for pottery bodies and saggars, unless carried on in machines so enclosed as to effectively prevent the escape of dust or is so damp that no dust can be given off;

(xi) Sieving or manipulation of powdered flint, quartz, clay grog or mixture of these materials unless it is so damp that no dust can be given off;

(xii) Grinding of tiles on a power-driven wheel unless and efficient water spray is used on the wheel;

(xiii) Lifting and conveying of materials by elevators and conveyors unless they are effectively enclosed and so arranged as to prevent escape of dust into the air in or near any place in which persons are employed;

(xiv) The preparation or weighing out of flow material, lawning of dry colours, colour dusting and colour blowing;

(xv) Mould making unless bins or similar receptacles used for holding plaster of paris are provided with suitable covers:

(xvi) The manipulation of calcined materials unless the materials have been made to remain so wet that no dust is given off.

**3. Separation from one another.**— Each of the following processes shall be carried on in such a manner and under such conditions so as to secure effectual separation from one another and from wet processes;

(a) crushing and dry grinding or sieving of materials, fettling pressing of tiles, drying clay and green ware, loading and unloading of saggars; and

(b) all processes involving the use of a dry lead compound.

**4. Restriction on the use of glaze.—** No glaze which is not leadless glaze or a low solubility glaze shall be used in a factory in which pottery is manufactured.

**5. Prohibition of the employment of women and young persons.—** No woman or young persons shall be employed or permitted to work in any of the operations specified in paragraph 2, or at any place where such operation is carried on.

**6. Potter's wheel.—** The potter's wheel (Jolly and Jigger) shall be provided with screens or so constructed as to prevent clay scrapings being thrown off beyond the wheel.

**7. Prevention of dust.—** (a) All practical measures shall be taken by damping or otherwise to prevent dust arising during cleaning of floors.

(b) Damp saw dust or other suitable material shall be used to render the moist method effective in preventing dust rising into the air during the cleaning process which shall be carried out after work has ceased.

**8. Floors.—** The floors of potter's shops, slip houses, dipping houses and ware cleaning rooms shall be hard, smooth and impervious and shall be thoroughly cleansed daily by a moist method by an adult male.

**9. Medical facilities and record of examinations and tests.—** (1) The occupier of every factory in which manufacture of pottery is carried on, shall-

- (a) appoint a qualified Medical practitioner for frequent examination of the employees employed therein whose employment shall be subject to the approval of the Chief Inspector-*cum*-Facilitator; and
- (b) provided to the said medical practitioner all the necessary facilities for the purpose referred to in clause (a).

(2) The record of medical examination and appropriate tests carried out by the said medical practitioner shall be maintained in FORM XXV which shall be kept readily available for inspection by the Inspector-*cum*-Facilitator.

**10. Medical examinations by the Medical Officer.—** (1) Every employee employed in any process mentioned under paragraph 2 shall be examined by a Medical Officer within 15 days of his first employment. Such examination shall include tests for lead in urine and blood aminolevulinic acid in urine, haemoglobin content, stippling of cells and pulmonary functions tests and chest X-ray for employees engaged in processes mentioned in clause (i) and (xiv) of paragraph 2 and pulmonary function tests and chest X-ray for others. No employee shall be allowed to work after 15 days of his first employment in the factory unless certified fit for such employment by the Medical Officer.

(2) All persons employed in any of the process included under sub- paragraph 2(i) and 2(xiv) shall be examined by a Medical Officer once in three calendar months. The employed persons in any other processes mentioned in the remaining sub-paragraphs of paragraph 2 shall be examined by a Medical Officer once in every twelve calendar months, such examinations in respect of all the employees shall include all the tests as specified in sub-paragraph (1) except chest X-ray which will be once in three years.

(3) The Medical Officer after examining an employee, shall issue a certificate of fitness in Form-XXIV. The record of examination and reexamination carried out shall be entered in the certificate and the certificate shall be kept in the custody of the occupier of the factory. The record of each examination carried out under sub- paragraphs (1) and (2) including the nature and the results of the tests shall also be entered by the Medical Officer in a health register in Form-XXV.

(4) The certificate of fitness and the health register shall be kept readily available for inspection by the Inspector-*cum*-Facilitator.

(5) If at any time, the Medical Officer is of the opinion that an employee is no longer fit for employment in the said processes on the ground that continuance therein would involve special danger to the health of the employee, shall make a record of his findings in the said certificate and the health register. The entry of his findings in those documents should also include the period for which he considers that the said person is unfit for work in the said processes.

(6) No person who has been found unfit to work as said in sub-paragraph (5) above shall be reemployed or permitted to work in the said processes unless the Medical Officer, after further examination again certifies him fit for employment in those processes.

**11. Protective equipment.**— (1) The occupier shall provide and maintain suitable overalls and head coverings for all persons employed in any process specified in paragraph 2.

(2) The occupier shall provide and maintain suitable aprons of water proof or similar material, which can be sponged daily, for the use of the dippers, assistants, throwers, jolly employees, casters, mould makers and filter press and pug Mill employees.

(3) Aprons provided in pursuance of sub-paragraph (2) shall be thoroughly cleansed daily by the wearers by sponging or other wet process. All overalls and head coverings shall be washed, cleansed and mended at least once a week and the occupier shall provide facilities for such washing, cleaning and mending.

(4) No person shall be allowed to work in emptying seeks of dusty materials, weighing out and mixing of dusty materials and charging of ball mills and blungers without wearing a suitable and efficient dust respirator.

**12. Washing facilities.**— The occupier shall provide and maintain in a clean state and in good repair for the use of all persons employed in any of the processes specified in paragraph 2, a wash place under cover with-

- (a) (i) either a trough with smooth impervious surface fitted with a waste pipe, without plug and of sufficient length to allow at least 60 centimetres for every five such persons employed at any one time and having a constant supply of clean water from taps or jets above the trough at intervals of not more than 60 centimetres; or
- (ii) at least one tap or stand pipe for every five such persons employed at any one time, and having a constant supply of clean water, the tap or stand pipe being spaced not less than 1.22 metres apart; and

(b) a sufficient supply of clean towels made of suitable materials changed daily, with sufficient supply of nail brushes and soap.

**13. Time allowed for washing.**— Before each meal and before the end of the day's work at least ten minutes, in addition to the regular meal times, shall be allowed for washing to each person employed in any of the processes specified in paragraph 2.

**14. Mess-room.**— (1) There shall be provided and maintained for use of all persons remaining within the premises during the rest intervals, a suitable, and an adequate mess-room providing accommodation at the rate of 0.93 square metres per head and furnished with the following namely:-

- (i) a sufficient number of tables or chairs or benches with back rest;
- (ii) arrangements for washing utensils;
- (iii) adequate means of warming food;
- (iv) adequate quantity of drinking water.

(2) The room shall be adequately ventilated by the circulation of fresh air and placed under the charge of a responsible person and shall be kept clean.

**15. Food, drinks, etc., prohibited in work-rooms.**— No food, drink, pan and supari or tobacco shall be brought into, or consumed by any employee in any workroom in which any process specified in paragraph 2 is carried on and no person shall remain in any such room during intervals for meals or rest.

**16. Cloak-room, etc.**— There shall be provided and maintained for the use of all persons employed in any process specified in paragraph 2.

(a) a cloak-room for clothing put off during working hours and such accommodation shall be separate from any mess-room; and

(b) separate and suitable arrangements for the storage of protective equipment provided under paragraph 11.

**17. Savings.**— Nothing contained in this Schedule shall apply to a factory in which any of the following articles, but, no other articles of pottery are made;

(a) unglazed or salt glazed bricks and tiles; and

(b) architectural terra-cotta made from plastic clay and either unglazed with a leadless glaze only.

**18. Exemption.**— If, the Chief Inspector-*cum*-Facilitator is satisfied in respect of any factory that the application of all or any of the provisions of this Schedule to that factory, is not necessary for the protection of the persons employed in such factory, he may, by order in writing exempt such factory, from all or any of those provisions, subject to such conditions as he may specify therein. The Chief Inspector-*cum*-Facilitator may at any time in his discretion revoke such order without assigning any reason.

#### SCHEDULE-B-XVII

#### HANDLING AND PROCESSING OF ASBESTOS MANUFACTURE OF ANY ARTICLE OF ASBESTOS AND ANY OTHER PROCESS OF MANUFACTURE OR OTHERWISE IN WHICH ASBESTOS IS USED IN ANY FORM

**1. Application.**— (1) This Schedule shall apply to all factories or parts of all manufacturing process as defined under section 2(k) of the Act, carried on in a factory involving exposure of employees to asbestos and/or product containing Asbestos.

(2) The Government may, at any time, for the purpose of giving effect to any scientific proof obtained from specialised Institutions or experts in the field, notification in the Puducherry Government Gazette, make suitable changes in the said Schedule.

(3) The provisions of this schedule shall apply to all employees exposed to asbestos in the factory and it shall be the responsibility of the occupier of the factory to comply with the provisions of the Schedule in respect of the employees.

(4) (a) The occupier of the factory wherein asbestos or substances containing asbestos are in use, shall prepare work procedures and practices, in the light of scientific research and technological progress for approval by the Chief Inspector-*cum*-Facilitator and shall follow only such approved procedures.

(b) Notwithstanding anything mentioned in sub-paragraph (1) use of asbestos is prohibited in the manufacturing process as may be notified by the Government in this behalf.



- (c) (i) spraying of all forms of asbestos is prohibited in a factory.
- (ii) The prohibition in respect of spraying of asbestos referred to in sub-para (i) may be exempted by the Chief Inspector-*cum*-Facilitator if, the Occupier represents that such spraying is inevitable certain purposes provided adequate measures for ensuring the safety and health of employees are undertaken by the occupier to the satisfaction of the Chief Inspector-*cum*-Facilitator.

**2. Definition.—** For the purpose of this Schedule-

- (a) “asbestos” means, any fibrous silicate mineral and any admixture containing actinolite, amosite, anthophyllite, chrysotile, crocidolite, tremolite or any mixture thereof whether crude, crushed or opened;
- (b) “asbestos textiles” means, yarn or cloth composed of asbestos or asbestos mixed with any other material;
- (c) “approved” means, approved for the time being in writing by the Chief Inspector-*cum*-Facilitator;
- (d) “breathing apparatus” means, a helmet of face piece with necessary connection by means of which a person using it breaths air free from dust, or any other approved apparatus;
- (e) “efficient exhaust draught” means, localized ventilation by mechanical means for the removal of dust so as to prevent dust from escaping into air of any place in which work is carried on. No draught shall be deemed to be efficient which fails to control dust produced at the point where such dust originates;
- (f) “preparing” means, crushing, disintegrating, and any other processes in or incidental to the opening of asbestos;
- (g) “protective clothing” means, overalls and head covering which (in either case) will when worn, exclude asbestos dust;
- (h) “asbestos dust” means, airborne particles of asbestos or settled particles of asbestos which are liable to become airborne in the factory;

(i) “airborne asbestos dust” means, for the purposes of measurement, dust particles measured by gravimetric assessment or other equivalent method;

(j) “repairable asbestos fibres” means, asbestos fibres having diameter of less than 3 micrometre and a length to diameter ratio greater than 3:1;

(k) “exposure to asbestos” means, exposure to airborne repairable asbestos fibres or asbestos dust; whether originating from asbestos or from minerals, materials or products containing asbestos in the factory.

**3. Demolition of plants or structures.**— No person shall carry out any demolition of plants or structures containing friable asbestos insulation material and removal of asbestos from building or structures in which asbestos is liable to become air-borne, unless he is recognized and duly empowered by the Chief Inspector-*cum* Facilitator as qualified to carry out such work in accordance with the provisions of this Schedule.

**4. Tools and equipment.**— Any tools or equipment used in processes to which this Schedule applies shall be such that they do not create asbestos dust above the permissible limit or are equipped with efficient exhaust draught.

**5. Exhaust draught.**— (1) An efficient exhaust draught shall be provided and maintained to control dust from the following processes and machines as per the relevant prescribed by Bureau of Indian Standard;

(a) manufacture and conveying machinery, namely: -

- (i) preparing, grinding or dry mixing machines;
- (ii) carding, card waste and ring spinning machines and looms;
- (iii) machines or other plant fed with asbestos; and
- (iv) machines used for the sawing, grinding, turning, drilling, abrading or polishing in the dry state, or articles composed wholly or partly of asbestos.

(b) cleaning and grinding of the cylinders or other parts of a carding machine;

(c) chambers, hoppers or other structure into which loose asbestos is delivered or passes;

(d) work-benches for asbestos waste sorting or for other manipulation of asbestos by hand;

(e) workplaces at which the filling or emptying of sacks, skips or other portable containers, weighing or other process incidental thereto which is effected by hand, is carried on;

(f) sack cleaning machines;

(g) mixing and blending of asbestos by hand; and

(h) any other process in which dust is given off into the work environment.

(2) Exhaust ventilation equipment provided in accordance with sub-paragraph (1) shall, while any work of maintenance or repair to the machinery apparatus or other plant or equipment in connection with which it is provided is being carried on, be kept in use so as to produce an exhaust draught which prevents the entry of asbestos dust into the air of any work place.

(3) Arrangements shall be made prevent asbestos dust discharged from exhaust apparatus being drawn into the air of any workroom.

(4) The asbestos bearing dust removed from any workroom by the exhaust system shall be collected in suitable receptacles or filter bags which shall be isolated from all work areas.

**6. Testing and examination of ventilating systems.—** (1) All ventilating systems used for the purpose of extracting or suppressing dust as required by this Schedule shall be examined and inspected once every week by a responsible person. It shall be thoroughly examined and tested by a competent person once in every period of 12 months. Any defects found by such examinations or test shall be rectified forthwith.

(2) A register containing particulars of such examination and tests in FORM XXVI and the state of the plant and the repairs or alterations (if any) found to be necessary shall be kept and shall be available for inspection by an Inspector-cum-Facilitator.

**7. Segregation in case of certain process.**— Mixing or blending by the hand of asbestos, or making or repairing of insulating mattresses composed wholly or partly of asbestos shall not be carried on in any room in which any other work is done.

**8. Storage and distribution of loose asbestos.**— All loose asbestos shall while not in use, be kept in suitable closed receptacles which prevent the escape of asbestos dust there from or shall be distributed within a factory except in such receptacles or in a totally enclosed system of conveyance.

**9. Asbestos sacks.**— (1) All sacks used as receptacles for the purpose of transport of asbestos within the factory shall be constructed of impermeable materials and shall be kept in good repair.

(2) A sack which has contained asbestos shall not be cleaned by hand beating but by a machine, complying with paragraph 5.

(3) Asbestos sacks or receptacles which contain asbestos shall be disposed off in a safe manner.

**10. Maintenance of floors and work places.**— (1) In every room in which any of the requirements of this Schedule apply, -

- (a) the floors, work-benches, machinery and plant shall be kept in a clean state and free from asbestos debris and suitable arrangements shall be made for the storage of asbestos not immediately required for use; and
- (b) the floors shall be kept free from any materials, plant or other articles not immediately for the work carried on in the room, which would obstruct the proper cleaning of the floor.

(2) The cleaning as mentioned in sub-rule (1) shall, so as is practicable, be carried out by means of vacuum cleaning equipment so designed and constructed and so used that asbestos dust neither escapes nor is discharged into the air of any work place.

(3) When the cleaning is done by any method other than that mentioned in sub-paragraph (2) the person doing cleaning work and any other person employed in that room shall be provided with respiratory protective equipment and protective clothing.

(4) The vacuum cleaning equipment used in accordance with provisions of sub-paragraph (2) shall be properly maintained and after each cleaning operation, its surfaces kept in a clean state and free from asbestos waste and dust.

(5) Asbestos waste shall not be permitted to remain on the floors or other surfaces at the work place at the end of the working shift and shall be transferred without delay to suitable receptacles. Any spillage of asbestos waste occurring during the course of the work at any time shall be removed and transferred to the receptacles maintained for the purpose without delay.

(6) The occupier shall replace asbestos or of certain types of asbestos or products containing asbestos by other materials or products or shall use alternative technology, scientifically evaluated as harmless or less harmful, wherever this is possible.

(7) The occupier should take all the measures to prevent or control the release of asbestos in to the air and to ensure that the exposure limits or other exposure criteria are complied with and also reduce exposure to as low as a level as is reasonably practicable.

**11. Breathing apparatus and protective clothing.—** (1) The occupier of every factory to which this Schedule applies shall provide to employees personnel protective equipments such as hand gloves, shoes, helmets, goggles earplug, aprons safety belt, overall suit, *etc.*, as per the relevant standard prescribed by Bureau of Indian Standards. The approved breathing apparatus and appropriate work clothing as per the relevant standard prescribed by Bureau of Indian Standards in consultation with the employees representatives and maintained in good conditions for use of every person employed -

- (a) in chambers containing loose asbestos;
- (b) in cleaning, dust settling or filtering chambers of apparatus;
- (c) in cleaning the cylinders, including the defer cylinders, or other parts of a carding machine by means of hand-stickles;
- (d) in filling, beating, or levelling in the manufacture or repair of insulating mattresses; and

(e) in any other operation or circumstances in which it is impracticable to adopt technical means to;

(f) control asbestos dust in the work environment within the permissible limit.

(2) Suitable accommodation in conveniently accessible position shall be provided for the use of persons when putting or taking of breathing apparatus and protective clothing provided in accordance with this rule and for the storage of such apparatus and clothing when not in use.

(3) All breathing apparatus and protective clothing when not in use shall be stored in the accommodation provided in accordance with sub-paragraph (2) above.

(4) All protective clothing in use shall be de-dusted under an efficient exhaust draught or by vacuum cleaning and shall be washed at suitable intervals. The cleaning Schedule and procedure should be such as to ensure the efficiency in protecting the weaver.

(5) All breathing apparatus shall be cleaned and disinfected at suitable intervals and thoroughly inspected once every month by a responsible person.

(6) A record of the cleaning and maintenance and of the condition of the breathing apparatus shall be maintained in a register provided for that purpose which shall be readily available for inspection by an Inspector-*cum*-Facilitator.

(7) No person shall be employed to perform any work specified in sub- paragraph (1) for which breathing apparatus is necessary to be provided under that sub-paragraph unless he has been fully instructed in the proper use of that equipment.

(8) No breathing apparatus provided in pursuance of sub-paragraph (1) which has been worn by a person shall be worn by another person unless it has been thoroughly cleaned and disinfected since last being worn and the person has been fully instructed in the proper use of that equipment.

(9) No employee shall take home any work clothing or special protective clothing or personal protective equipment provided to him for protection against exposure to asbestos.

**12. Separate accommodation for personal clothing.**— A separate accommodation shall be provided in a conveniently accessible positions for all persons employed in operations to which this Schedule applies for restoring of personal clothing. This should be separated from the accommodation provided under sub-paragraph (2) of paragraph 11 above to prevent contamination of personal clothing.

**13. Washing and bathing facilities.**— (1) There shall be provided and maintained in a clean state and in good repair for use of all employees employed in the processes covered by the Schedule, adequate washing and bathing places having a constant supply of water under cover at the rate of one such place for every 15 persons employed.

(2) The washing place shall have standpipes placed at intervals of not less than one metre.

(3) Not less than one half of the total number of washing place shall be provided with bathroom.

(4) Sufficient supply of clean towels made of suitable materials shall be provided:

Provided that such towels shall be supplied individually for each employee if so, ordered by the Inspector-*cum*-Facilitator.

(5) Sufficient supply of soap and nail brushes shall be provided.

**14. Mess-room.**— (1) There shall be provided and maintained for the use of all employees employed in the factory covered by this Schedule remaining on the premises during the rest intervals, a suitable mess-room which shall be furnished with, -

(a) sufficient table and benches with back rest, and

(b) adequate means for warming food.

(2) The mess-room shall be placed under the charge of a responsible person and shall be kept clean.

**15. Prohibition relating to smoking.**— No person shall smoke in any area where processes covered by this Schedule are carried on. A notice in the language understood by majority of the employees shall be pasted in the plant prohibiting smoking at such areas.

**16. Pictorial Cautionary notices.**— Cautionary notices in the form specified in appendix and printed in the language easily read and understood by the majority of the employees shall be displayed in prominent places in the workrooms where asbestos or substances containing asbestos are manufactured, handled or used.

**17. Air Monitoring.**— To ensure the effectiveness of control measures in continuous or repetitive processes, the monitoring of asbestos fibres in air as well as personal monitoring of employees shall be carried out at least once in every shift and the result so obtained shall be entered in register, and

(a) there should be no substantial change in workplace conditions'

(b) the results of the two (2) preceding measurements have not exceeded half the relevant control limit'

(c) all factories should adopt membrane filter test as per the relevant National standards without fail.

**18. Medical facilities and records of medical examinations and tests.**—

(1) The occupier of every factory or part of the factory to which the Schedule applies, shall,-

(a) employ a qualified medical practitioner for medical surveillance of the employees covered by this Schedule whose employment shall be subject to the approval of the Chief Inspector-*cum*-Facilitator;

(b) Provide to the said medical practitioner all the necessary facilities for the purpose referred to in clause (a).

(2) The record of medical examination and appropriate tests carried out of the said medical practitioner shall be maintained in a separate register approved by the Chief Inspector-*cum*-Facilitator, which shall be kept readily available for inspection by the Inspector-*cum*-Facilitators.

(3) Maintenance of Health Records:— The health record of every employee shall be maintained up to a maximum period of 40 years from the beginning of his employment for 15 years after retirement or cessation of the employment whichever is later.



**19. Medical control measures.—** (1) The occupier of every factory in which an employee employed in the processes specified in sub-paragraph (1) of paragraph 1, shall ensure that every employee employed be examined by a Medical Officer within 15 days of his first employment. Such medical examination shall include sputum examination for asbestos bodies, pulmonary function test and chest X-ray - Posterior Anterior (PA) view to be compared with standard International Labour Organisation Radiographs on Pneumoconiosis. No employee shall be allowed to work after 15 days of his first employment in the factory unless certified fit for such employment by the Medical Officer.

(2) Every employee employed in the said processes shall be reexamined by a medical officer at least once in every twelve months. Such reexamination shall, wherever the Medical Officer considers appropriate, include all the tests as specified in sub-paragraph (1) except chest X-ray which shall be read by a radiologist specialized/trained in the field of reading International Labour Organisation Radiographs on Pneumoconiosis and the chest X-ray which shall be carried out at least once in 3 years.

(3) Every employee employed in any of the aforesaid processes shall be radiological examined by the qualified Radiologist at the cost of the occupier using a standard size X-ray plates and the power of the X-ray machine shall be more than 300 milli ampere (mA). The report of such X-ray shall be submitted to the Medical Officer within three months of the said date.

(4) The Medical Officer after examining an employee, shall issue a certificate of fitness in Form XXIV. The record of examination and re-examination carried out of shall be entered in the certificate and the certificate shall be kept in the custody of the occupier of the factory. The record of each examination carried out including the nature and the results of the tests, shall also be entered by the Medical Officer in a health register in Form XXV. The certificate of fitness and the health register shall be kept readily available for inspection by the Inspector-*cum*-Facilitator.

(5) If, at any time the Medical Officer is of the opinion that an employee is no longer fit for employment in the said process on the ground that continuance therein would involve special danger to the

health of the employee he shall make a record of his findings in the said certificate and the health register. The entry of his findings in these documents should also include the period for which he considers that the said person is unfit for work in the said processes. The person so suspended from the process shall be provided with alternate placement facilities unless he fully is incapacitated in the opinion of the Medical Officer, in which case the person affected shall be suitably rehabilitated.

(6) No person who has been found unfit to work as said in sub-paragraph (5) above shall be reemployed or permitted to work in the said processes unless the Medical Officer, after further examination, again certifies him fit for employment in those processes.

(7) If, an employee already in employment and declared unfit by the Medical Officer shall not be allowed to work on any of the processes specified in sub-paragraph (1) of paragraph 1, unless he has been examined again along with standard size chest X-ray plate from a qualified Radiologist, at the cost of the occupier and has been certified to be fit to work on the said processes again.

(8) For the purpose of medical supervision by the medical practitioner appointed by the occupier shall be provided for his exclusive use a room in the factory premises which shall be properly cleaned, adequately lighted, ventilated and furnished with a screen, a table with office stationary, chairs and other facilities and other instruments including X-ray arrangements for such examinations and such other equipments as may be prescribed by the Chief Inspector-cum-Facilitator for time to time. The medical practitioner so appointed shall perform the following duties –

- (a) maintain health register in Form XXV;
- (b) undertake medical supervision of persons employed in the factory;
- (c) look after health, education and rehabilitation of sick, injured or affected employees;
- (d) carry out inspection of work rooms where dangerous operations are carried out and advise the management of the measures to be adopted for the protection of health of the employees employed therein.

(9) The Health Records of the employees exposed to asbestos, shall be kept up to a minimum period of 40 years from the beginning of the employment or 15 years after retirement or cessation of the employment, whichever is later and shall be accessible to employees concerned or their representatives.

(10) The record of medical examinations and appropriate tests carried out by the said medical practitioner, shall be maintained in separate register approved by the Chief Inspector-*cum*-Facilitator, which shall be kept readily available for inspection by the Inspector and produce on demand.

**20. Prohibition relating to pregnant women.**— No pregnant women shall be employed or permitted to work in any of the process covered by this Schedule.

**21. Exemptions.**— If, in respect of any factory, the Chief Inspector-*cum*-Facilitator is satisfied that owing to the exceptional circumstances or infrequency of the process or for any other reasons, all or any of the provisions of this Schedule is not necessary for protection of the employees in the factory, the Chief Inspector-*cum*-Facilitator may by a certificate in writing, which he may at his discretion revoke at any time, exempt such factory from all or any of such provisions subject to such conditions, if any, as he may specify therein.

#### SCHEDULE-B-XVIII

#### CHEMICAL WORKS

##### PART-I

**1. Application.**— This Schedule shall apply to all manufacture and process incidental thereto carried on in chemical works.

**2. Definitions.**— For the purpose of this Schedule,-

(a) “chemical works” means, any factory or such parts of any factory as are listed Appendix ‘A’ to this schedule;

(b) “efficient exhaust draught” means, localized ventilation effected by mechanical or other means for the removal of gas, vapour, fume or dust to prevent it from escaping into the air of any place in which work is carried on;

(c) "bleaching powder" means, the bleaching powder commonly called chloride of lime;

(d) "chlorate" means, chlorate or perchlorate;

(e) "caustic" means, hydroxide of potassium or sodium;

(f) "chrome process" means, the manufacture of chromate or bichromate of potassium or sodium or the manipulation, movement or other treatment of these substances;

(g) "nitro or amino process" means, the manufacture of nitro or amino derivatives of phenol and or benzene or its homologues and the making of explosive with the use of any of these substances;

(h) the term "permit to work" system means, the compliance with the procedure laid down under para 20 of Part-II;

(i) "toxic substances" means, all those substances which when they enter into the human body through inhalation or ingestion or absorption through skin, in sufficient quantities cause fatality or exert serious affliction of health, or chronic harmful effects on the health of persons exposed to it due to its inherent chemical or biological effects. In respect of substances whose TLV is specified in rule 65, exceeding the concentration specified therein would make the substances toxic;

(j) "emergency" means, a situation or condition leading to a circumstance or set of circumstances in which there is danger to the life or health of persons or which could result in big fire or explosion or pollution to the work and outside environment, affecting the employees or neighbourhood in a serious manner demanding immediate action;

(k) "dangerous chemical reaction" means, high speed reactions, runaway reactions, delayed reactions, *etc.* and are characterized by evolution of large quantities of heat, intense release of toxic or flammable gases or vapours, sudden pressure build-up, *etc.*;

(l) "manipulation" means, mixing, blending, filling, emptying, grinding, sieving, drying, packing, sweeping, handling, using, *etc.*;

(m) "approved personal protective equipment" means, items of personal protective equipment conforming to the relevant BIS specifications or in the absence of it, personal protective equipment approved by the Chief Inspector-*cum*-Facilitator;

(n) “appropriate personal protective equipment” means, that when the protective equipment is used by the employees, he shall have no risk to his life or health or body; and

(o) “confined space” means, any space by reason of its construction as well as in relation to the nature of the work carried therein and where hazards to the persons entering into or working inside exist or are likely to develop during working.

## PART-II

### GENERAL REQUIREMENTS

#### (Applying to all the work in Appendix ‘A’)

**1. House-keeping.**— (1) Any spillage of materials shall be cleaned up before further processing.

(2) Floors, Platforms, stairways, passages, gangways shall be kept free of any obstructions.

(3) There shall be provided easy means of access to all parts of the plants to facilitate cleaning.

**2. Improper use of chemicals.**— No chemicals or solvents or empty containers containing chemicals or solvents shall be permitted to be used by employees for any purposes other than in the processes for which they are supplied.

**3. Prohibition on the use of food, etc.**— No food, drink, tobacco, pan or any edible item shall be stored or heating or consumed on or near any part of the plant or equipment.

**4. Cautionary Notices and Instructions.**— (1) Cautionary notices in a language understood by the majority of employees shall be prominently displayed in all hazardous areas drawing the attention of all employees about the hazards of health, hazards involving fire and explosion and any other hazard such as consequences of testing of materials or substances used in the process or using any contaminated container for drinking or eating to which the employees’ attention should be drawn for ensuring their safety and health.

(2) In addition to the above cautionary notice, arrangement shall be made to instruct and educate all the employees including illiterate employees about the hazards in the process including the specific

hazards to which they may be exposed to, in normal course of their work. Such instructions and education should also deal with the hazards involved in unauthorised and unsafe practices including the properties of substances used in the process under normal conditions and abnormal conditions and the precautions to be observed against each and every hazard. Further, an undertaking from the employees shall be obtained within one month of their employment and for old employees employed, within month of coming into operation of the rules, to the effect that they have read the contents of the cautionary notices and instructions, understood them and would abide by them. The training and instructions, to all employees and all supervisory personal shall include the signification of different types of symbols and colours used on the labels struck or painted on the various types of containers and pipelines.

**5. Evaluation and provisions of safeguards before the commencement of process.—** (1) Before commencing any process or any experimental work, or any new manufacture covered under Appendix 'A', the occupier shall take all possible steps to ascertain definitely all the hazards involved both from the actual operations and the chemical reactions including the dangerous chemical reactions. The properties of the raw materials used, the final products to be made, and any by-products derived during manufacture, shall be carefully studied and provisions shall be made for dealing with any hazards including effects on employees, which may occur during manufacture.

(2) Information in writing giving details of the process, its hazards and the steps taken or proposed to be taken from the design stage to disposal stage for ensuring the safety as in sub-part (1) above should be sent to the Chief Inspector-*cum*-Facilitator at the earliest, but, in no case less than 15 days before commencing manufacture, handling, or storage of any items covered under Appendix 'A' whether on experimental basis, or as pilot plant or as trial production, or as large scale manufacture.

(3) The design, construction installation, operation, maintenance and disposal of the buildings, plants and facilities shall take into consideration effective safeguard against all the safety and health hazards so evaluated.

(4) The requirements under the sub-para (1) to (3) shall not act *in lieu of* or in derogation to, any other provisions contained in any Act governing the work.

**6. Authorised entry.**— Authorised persons only shall be permitted to enter any section of the factory or plant where any dangerous operations or process are being carried on or where dangerous chemical reactions are taking place or where hazardous chemicals are stored.

**7. Examination of instruments and safety devices.**— (1) All instruments and safety devices used in the process shall be tested before taking into use and after carrying out any repair to them and examined once in a month, by a competent person. Records of such tests and examinations shall be maintained in a register.

(2) All instruments and safety devices used in the process shall be operated daily or as often as it is necessary, to ensure its effective and effective working at all times.

**8. Electrical installations.**— All electrical installations used in the process covered in Appendix “A” shall be of an appropriate type to ensure safety against the hazards prevalent in that area such as suitability against dust, dampness, corrosion, flammability and explosivity, *etc.*, and shall conform to the relevant ISI specifications governing their construction and use for that area.

**9. Handling and storage of chemicals.**— (1) The containers for handling and storage of chemicals shall be of adequate strength taking into consideration the hazardous nature of the contents. They shall also be provided with adequate labelling and colour coding arrangements to enable identification of the containers and their contents indicating the hazards and safe handling methods and shall conform to the respective ISI standards. The instructions given in the label shall be strictly adhered to. Damaged containers shall be handled only under supervision of a knowledgeable and responsible person and spillage shall be rendered innocuous in a safe manner using appropriate means.

(2) The arrangements for the storage of chemicals including charging of chemicals in reaction vessels and containers shall be such as to prevent any risk of fire or explosion or formation of toxic concentration of substances above the limits specified in rule 65.

(3) Without prejudice to the generality of the requirements in sub-para (2) above, the arrangements shall have suitable ventilation facilities and shall enable the maintenance of safe levels in vessels and containers. Such arrangements shall also take into consideration the type of flooring and the capacity of flooring and the compatibility requirements of substances with other chemicals stored nearby.

- (4) (a) Storage of chemicals and intermediate products which are highly unstable or reactive or explosive shall be limited to the quantities required for two months use.
- (b) Whenever the quantities laid down in the above clause (a) are to be exceeded, the permission of the Chief Inspector-*cum*-Facilitator shall be obtained.
- (c) Notwithstanding anything contained in clause (a) and (b) above, the Chief Inspector-*cum*-Facilitator may direct any factory carrying out process covered in Appendix "A" to further limit the storage of hazardous substance to quantities less than two months on considerations of safety.

(5) Standby arrangement equal to the biggest container shall always be available to transfer the toxic substances quickly into the standby storage facility if any, defect develops in any of the container resulting in the release of toxic substances.

(6) Any storage facility constructed using non-metallic material such as Fiberglass Reinforced Plastics (FRP), all glass vessels, *etc.*, shall have adequate strength to withstand the stress, if any, exerted by the contents and shall be properly anchored, working platforms, access ladders, pipe lines, *etc.*, used in such storage facility shall not have any support on the structure of the storage facility and shall be independently supported.

**10. Facility of isolation.**— The plant and equipment shall be so constructed and maintained as to enable quick isolation of plant or part of plant or equipment with appropriate indication. One copy of the layout plan indicating the isolation facilities shall always be available with the security personnel, the maintenance and the health and safety personnel and these isolation facilities shall be checked for its effectiveness once in a month.

**11. Personal protective equipment.**— (1) All employees exposed to the hazards in the processes covered by this Schedule shall be provided with appropriate and approved type of personal protective equipment. Such equipment shall be in a clean, sterile and hygienic condition before issue.

(2) The occupier shall arrange to inform, educate and supervise all the employees in the use of personal protective equipment while carrying out the job.



(3) As regards, any doubt regarding the appropriateness of any personal protective equipment, the decision of the Chief Inspector-cum-Facilitator will be final.

**12. Alarm Systems.—** (1) Suitable and effective alarms systems giving audible and visible indications shall be installed at the control room as well as in all strategic locations where process control arrangements are available so as to enable corrective action to be taken before the operational parameter exceeds the predetermined safe levels or lead to conditions conducive for an outbreak of fire or explosion to occur. Such alarm system shall be checked daily and tested every month at least once to ensure its performance efficiency at all times.

(2) The Chief Inspector-cum-Facilitator of Factories may direct such system to be installed in case of plants or processes where toxic materials are being used and spillage or leakage of which may causewide spread poisoning in or around the plant.

**13. Control of escape of substances into the work atmosphere.—**

(1) Effective arrangements such as, enclosure, or by pass or efficient exhaust draught, maintenance of negative pressure, *etc.*, shall be provided in all plants, containers, vessels, sewers, drains, flues, ducts, culverts and buried pipes and equipment, to control the escape and spread of substances which are likely to give rise to fire or explosion or toxic hazards during normal working and in the event of accident or emergency.

(2) In the event of the failure of the arrangement for control resulting in the escape of substances in the work atmosphere, immediate steps shall be taken to control the process in such a manner that, further escape is brought down to the safe level.

(3) The substances that would have escaped into the work atmosphere before taking immediate steps as required in sub-para (2), shall be rendered innocuous by diluting with air or water or any other suitable agent or by suitably treating the substances.

**14. Control of dangerous chemical reactions.—** Suitable provisions, such as automatic and or remote-control arrangements, shall be made for controlling the effects of 'dangerous chemical reactions'. In the event of failure of control arrangements, automatic flooding or blanketing or other effective arrangements shall come into operation.

**15. Testing, examination and repair of plant and equipment.—**

(1) All parts of plant, equipment and machinery used in the process which in the likely event of failure may give rise to an emergent situation shall be tested by a competent person before commencing process and tested at an interval of two years or after carrying out repairs to it. The competent person shall identify the parts of the plant, equipment and machinery required to be tested as aforesaid and evolve a suitable testing procedure. In carrying out the tests as mentioned above in respect of pressure vessels or reaction vessels the following precautions shall be observed, namely: -

- (a) Before the test is carried out, each vessel be thoroughly cleaned and examined externally, and as far as practicable, internally also for surface defects, corrosion and foreign matters. During the process of cleaning and removal of sludge, if any, all due precautions shall be taken against fire or explosion, if such sludge is of pyrophoric nature or contains spontaneously combustible chemicals;
- (b) As soon as the test is completed, the vessel shall be thoroughly dried internally and shall be clearly stamped with the marks and figures indicating the person by whom testing has been done and the date of test; and
- (c) any vessel which fails to pass the test or which for any other reason is found to be unsafe for use shall be destroyed or rendered unusable under intimation to the Chief Inspector-*cum*-Facilitator.

(2) All parts of plant, equipment, machinery which in the likely event of failure may give rise to an emergent situation shall be examined once in a month by the competent person.

(3) Records of testing and examination referred to in paragraphs (1) and (2) shall be maintained as long as that part of the plant, equipment and machinery are in use.

(4) All repair works including alteration, modification and addition to be carried out to the plant, equipment and machinery shall be done under the supervision of responsible persons who shall evolve a procedure to ensure safety and health of persons doing the work. When repairs or modification is done on pipelines, and joints are required to be welded, but, welding of joint shall be preferred. Wherever necessary, the responsible person shall regulate the aforesaid work through a "permit to work system".

**16. Staging.**— (1) All staging that is erected for the purpose of maintenance work or repair work or for work connected with entry into confined spaces and used in the processes included in Appendix 'A' shall be stable, rigid and constructed out of substantial material of adequate strength. Such staging shall conform to the respective Indian Standard specifications.

(2) Staging shall not be erected over closed or open vessel unless the vessel is so constructed and ventilated to prevent exposure of persons working on the stages.

(3) All the staging constructed for the purpose of this para shall have appropriate access which are safe and shall be fitted with proper hand rails to a height of one meter and toe board.

**17. Seating arrangements.**— The seating arrangements provided for the operating personnel working in processes covered in Appendix "A" shall be located in a safe manner as to prevent the risk of exposure to toxic, flammable and explosive substances evolved in the work environment in the course of manufacture or repair or maintenance, either due to failure of plant and equipment or due to the substances which are under pressure, escaping into the atmosphere.

**18. Entry into or work in confined spaces.**— (1) The occupier of every factory to which the provisions of this Schedule apply, shall ensure the observance of the following precautions before permitting any person to enter or work inside the confined spaces.

- (a) identify all confined spaces and the nature of hazards that are encountered in such spaces, normally or abnormally and arrange to develop the most appropriate safeguards for ensuring the safety and health of persons entering onto or working inside the confined spaces;
- (b) regulate the entry or work inside the confined spaces through a "permit to work system" which should include the safeguards so developed as required under sub-clause (a) above;
- (c) before testing the confined space for entry into or work, the place shall be rendered safe by washing or cleaning with neutralizing agents or purging with steam or inert gases and making adequate forced ventilation arrangements are such measures which will render the confined space safe;

- (d) shall arrange to carry out such tests as are necessary for the purpose by a competent person and ensure that the confined space is safe for the persons to enter or work. Such testing shall be carried out as often as is necessary during the course of work to ensure its continued safety;
- (e) shall arrange to educate and train the personnel who would be required to work in confined spaces about the hazards involved in the work. He shall also keep in readiness the appropriate and approved personal protective equipment including arrangements for rescue, resurrection and first-aid and shall arrange supervision of the work at all times by a responsible and knowledgeable person.

(2) The occupier shall maintain a log of all entry into or work in, confined spaces and such record shall contain the details of persons assigned for the work, the location of the work and such other details that would have a bearing on the safety and health of the persons assigned for this work. The log book so maintained shall be retained as long as the concerned employees are in service and produced to the Inspector-cum-Facilitator when demanded.

**19. Maintenance of work, etc.—** (1) All the work, connected with the maintenance of plants and equipment including cleaning of empty containers which have held hazardous substances used in the processes covered in this Schedule, shall be carried out under “permit to work system” employing trained personnel and under the supervision of responsible person, having knowledge of the hazards and precautions required to deal with them.

(2) Maintenance work shall be carried out in such a manner that there is no risk to persons in the vicinity or to persons who pass by. If necessary, the place of such work shall be cordoned off or the presence of unconnected persons effectively controlled.

**20. Permit to work system.—** The permit to work system shall *inter alia* include the observance of the following precautions while carrying out any specified work to be subjected to the permit to work system-

- (a) all work subject to the permit to work system shall be carried out under the supervision of a knowledgeable and responsible person;

(b) all parts of plant or machinery or equipment on which permit to work system is carried out, shall remain isolated from other parts throughout the period of permit to work and the place of work including the parts of plant, machinery shall be rendered safe by cleaning, purging, washing, *etc.*;

(c) all work subject to the permit to work system shall have pre-determined work procedures which integrate safety with the work. Such procedures shall be reviewed whenever any change occurs in materials or equipment's so that continued safety is ensured;

(d) persons who are assigned to carry out the permit to work system shall be physically fit in all respects taking into consideration the demands and nature of the work before entering into the confined space. Such person shall be adequately informed about the correct work procedures as well as the precautions to be observed while carrying out the permit to work system;

(e) adequate rescue arrangements wherever considered necessary and adequate first-aid, rescue and resurreption arrangements shall be available in good working condition near the place of work while carrying out the permit to work system, for use in emergency;

(f) appropriate and approved personal protective equipment shall be used while carrying out the permit to work system.

(g) After completion of work subject to the "permit to work system" the person responsible shall remove all the equipment and tools and restore to the original condition so as to prevent any danger while carrying out regular process.

**21. Safety sampling personnel.**— The occupier shall ensure the safety of persons assigned for collecting samples by instructing them on the safe procedures. Such personnel shall be provided with proper and approved personal protective equipment, if required.

**22. Ventilation.**— Adequate ventilation arrangements shall be provided and maintained at all times in the process area where dangerous or toxic or flammable or explosive substances could be evolved. These arrangements shall ensure that concentrations which are either harmful or could result in explosion, are not permitted to be built up in the work environment.

**23. Procedures for meeting emergencies.—** (1) The occupier of every factory carrying out the works covered in Appendix 'A' shall arrange to identify all types of possible emergencies that should occur in the processes during the course of work or while carrying out maintenance work or repair work. The emergencies so identified shall be reviewed every year.

(2) The occupier shall formulate a detailed plan to meet all such identified emergencies including arrangements for summoning outside help for rescue and fire-fighting and arrangements for making available urgent medical facilities.

(3) The occupier shall send the list of emergencies and the details of procedures and plans formulated to meet the emergencies, to the Chief Inspector-*cum*-Facilitator.

(4) Occupier shall arrange to install distinctive and recognizable warning arrangements to caution all persons inside the plant as well as the neighbouring community, if necessary, to enable evacuation of persons and to enable the observance of emergency procedures by the persons who are assigned emergency duties. All concerned must be well informed about the warning arrangements and their meaning. The arrangements must be checked for its effectiveness every month.

(5) Alternate power supply arrangements shall be made and interlocked with the normal power supply system so as to ensure constant supply of power to the facilities and equipment meant for compliance with requirements or paragraphs 10, 11, 12, 13, 14, 18 and 22 this paragraph of Part-II, Part-III, Part-IV and Part-V of this Schedule.

(6) The occupier shall arrange to suspend the further process work in a place where emergency is established and shall forthwith evacuate all persons in that area except employees who have been assigned emergency duties.

(7) All the employees of the factories shall be trained about the action to be taken by them including evacuation procedures during emergencies.

(8) All emergency procedures must be rehearsed every three months and deficiencies, if any, in the achievement of the objectives shall suitably be corrected.

(9) The occupier shall arrange to have ten per cent of the employees trained in the use of first-aid fire-fighting appliances and in the rendering of specific first-aid measures taking into consideration the special hazards of the particular process.

(10) The occupier shall furnish immediately on request the specific chemical identity of the hazardous substance to the treating Physician when the information is needed to administer proper emergency or first-aid treatment to exposed persons.

**24. Danger due to effluents.—** (1) Adequate precautions shall be taken to prevent the mixing of effluents from different processes and operations which may cause dangerous or poisonous gases to be evolved.

(2) Effluents which contain or give rise in the presence of other effluents to poisonous gases shall be provided with independent drainage systems to ensure that they may be trapped and rendered safe.

### PART-III

#### FIRE AND EXPLOSIONS RISKS

**1. Sources of ignition including lighting installation.—** (1) No internal combustion engine and no electric motor or other electrical equipment and fittings and fixtures capable of generating sparks or otherwise causing combustion or any other source of ignition or any naked light shall be installed or permitted to be used in the process area where there could be fire and explosion hazards.

(2) All hot exhaust pipes shall be installed outside a building and other hot pipes or hot surface or surfaces likely to become hot shall be suitably protected.

(3) The classification of work areas in terms of its hazard potential and the selection of electrical equipment or other equipment that could constitute a source of ignition shall be in accordance with the respective Indian Standard.

(4) Where a flammable atmosphere may be prevalent or could occur, the soles of footwear worn by employees shall have no metal on them and the wheels of trucks or conveyors shall be conductive type.

(5) All tools and appliances used for work in this area shall be of non-sparking type.

(6) Smoking in process areas where there are risks of fire and explosion shall be prohibited and warning notices in the language understood by majority of employees shall be posted in the factory prohibiting smoking into specified areas.

**2. Static electricity.**— (1) All machinery and plant, particularly pipelines and belt drives on which static charge is likely to accumulate, shall be effectively earthed. Receptacles for flammable liquids shall have metallic connections to the earthed supply tanks to prevent static sparking. Where necessary, humidity shall be regulated.

(2) Mobile tanker wagons shall be earthed during filling and discharge, and precautions shall be taken to ensure that earthing is effective before such filling or discharge takes place.

**3. Lightning Protection.**— Lightning protection arrangement shall be fitted where necessary, and shall be maintained.

**4. Process heating.**— The method of providing heat for a process likely to resulting in fire and explosion shall be as safe as possible and where the use of naked flame is necessary, the plant shall be so constructed as to prevent any escaping of flammable gas, vapour, or dust coming into contact with the flame or exhaust gases, or other sources likely to cause ignition. Wherever possible, the heating arrangement shall be automatically controlled at a pre-determined temperature below the danger temperature.

**5. Leakage of flammable liquids.**— (1) Provision shall be made to continue by means of bund walls, dykes, sums, *etc.*, for possible leakages from storage vessels containing flammable liquids.

(2) Waste material in contact with flammable substances shall be disposed of suitably under supervision of knowledgeable and responsible person.

(3) Adequate and suitable fire-fighting appliances shall be installed in the vicinity of such vessels.

**6. Safety valves.**— Every still and every closed vessel in which gas is evolved or into which gas is passed and in which the pressure is liable to rise above the atmosphere pressure, shall have attached to it a pressure gauge and a proper safety valve or other equally efficient means to relieve the pressure. These appliances shall be maintained in good condition.



**7. Installation of Pipeline, etc.**— All pipelines carrying flammable or explosive substances shall be protected from mechanical damage and shall be examined by a responsible person once in a week to detect any deterioration or defects, or accumulation of flammable or explosive substances, and record kept of any defect found and repairs made.

**8. Fire-fighting systems.**— (1) Every factory employing 500 or more persons and carrying out processes listed in Appendix 'A' shall provide-

- (a) Trained and responsible fire-fighting squad so as to effectively handle the fire-fighting and lifesaving equipment in the event of fire or other emergency. Number of persons in this squad will necessarily depend upon the size of risk involved, but, in no case shall be less than 8 such trained persons to be available at any time. The squad shall consist of watch and ward personnel, fire pumpman and departmental supervisors and operators trained in the operation of fire and emergency services.
- (b) Squad leaders shall preferably be trained in a recognized Government Institution and their usefulness enhanced by providing residence on the premises.
- (c) squad personnel shall be provided with clothing and equipment including helmets, boots and belts.

(2) A muster roll showing the duties allocated to each member of the squad shall be prepared and copies supplied to each leader as well as displayed in prominent places so as to be easily available for reference in case of emergency.

(3) The pumpman shall be thoroughly conversant with the location of all appliances. He shall be responsible for maintaining all fire-fighting equipment in proper working order. Any defect coming to his notice shall be immediately be brought to the notice of squad leader.

(4) As far as is practicable, the fire pump room and the main gate(s) of the factory be connected to all manufacturing or storing areas through telephone interlinked and placed in a convenient location near such areas.

## PART-IV

**RISKS OF TOXIC SUBSTANCES**

**1. Leakage.—** (1) All plants shall be so designed and constructed as to prevent the escape of toxic substance. Where necessary separate buildings, rooms, or protective structures shall be used for the dangerous stages of the process and the buildings shall be so designed as to localize any escape of toxic substances.

(2) Catch pits, bund walls, dykes, or other suitable safeguards shall be provided to restrict the serious effects of such leakages. Catch pits shall be placed below joints in pipelines where there is danger involved to maintenance and other employees from such leakage.

**2. Drainage.—** Adequate drainage shall be provided and shall lead to collection tanks specifically provided for this purpose wherein, deleterious material shall be neutralised, treated or otherwise rendered safe before it is discharged into public drains or sewers.

**3. Covering of vessels.—** (1) Every fixed vessel or structure containing any toxic substances and not so covered as to eliminate all reasonable risk of accidental contact of any portion of the body of an employee, shall be so constructed as to avoid physical contact.

(2) Such vessel shall, unless its edge is at least 90 centimetres above the adjoining ground or platform be securely fenced to a height of at least 90 centimetres above such adjoining ground or platforms.

(3) Where such vessels adjoin and the space between them, clear of any surrounding brick or other work is either less than 45 centimetres in width or is 45 or more centimetres in width, but is not securely fenced on both sides to a height of at least 90 centimetres secure barriers shall be so placed as to prevent passage between them:

Provided that sub-paragraph (2) of this paragraph shall not apply to-

- (a) Saturators used in the manufacture of sulphate of ammonia; and
- (b) that part of the sides of brine evaporating pans which requires raking, drawing or filling.

**4. Continuous exhaust arrangement.**— (1) Any process evolving toxic vapour, gas, fume and substances shall have efficient continuous exhaust draught. Such arrangement shall be interlocked in the process control wherever possible.

(2) In the event of failure of continuous exhaust arrangement means shall be provided to automatically stop the process.

**5. Work bench.**— All the work benches used in processes involving the manipulation of toxic substances, shall be graded properly and shall be made of smooth impervious surface which shall be washed daily after the completion of work.

**6. Waste disposal.**— (1) There shall be provided a suitable receptacle made of non-absorbable material with a tightly fitting cover for depositing waste material soiled with toxic substances and the contents of such receptacle shall be destroyed by burning or using other suitable methods under the supervision of a responsible person.

(2) During the course of manufacture, whenever any batch or intermediate products having toxicity is rejected on considerations of quality, sufficient precautions shall be taken to render them innocuous or otherwise treat them or inactive them, before disposal.

(3) The empty containers of toxic substances shall be cleaned thoroughly before disposal under the supervision of a responsible person.

## PART-V

### SPECIAL PROVISIONS

**1. Special precautions for nitro or amino processes.**— (1) Unless the crystallized nitro or amino substances or any of its liquor is broken or agitated in a completely enclosed process so as not to give rise to dust or fume, such process shall be carried on under an efficient exhaust draught or by adopting any other suitable means in such a manner as to prevent the escape of dust or fume in the working atmosphere.

(2) No part of the plant or equipment or implement which was in contact with nitro or amino compounds shall be repaired, or handled unless they have been emptied and thoroughly cleaned and decontaminated.

(3) Filling of containers with nitro or amino compounds shall be done only by using a suitable scoop to avoid physical contact and the drying of the containers in the stove shall be done in such a manner that the hot and contaminated air from the stove is not drawn into the work-room.

(4) Processes involving the steaming into or around any vessels containing nitro or amino compounds or its raw materials shall be carried out in such a manner that the steam or vapor is effectively prevented to be blown back into the working atmosphere.

(5) Suitable antidotes such as methylene blue injections shall always be available at designated places of work for use during emergency involving the poisoning with nitro or amino compounds.

**2. Special precautions for “chromo processes”.—** (1) Grinding and sieving of raw materials in chrome processes shall be carried on in such a manner and under such condition as to secure effective separation from any other processes and under an efficient exhaust draught.

(2) There shall be washing facilities located very near to places where wet chrome processes such as leaching, acidification, sulphate settling, evaporation, crystallisation, centrifugation or packing are carried out, to enable quick washing of affected parts of body with running water.

(3) Weekly inspection of hand and feet of all persons employed in chrome process shall be done by a qualified nurse and record of such inspections shall be maintained in a form approved by the Chief Inspector-*cum*-Facilitator.

(4) There shall be always available at designated places of work suitable ointment such as glycerine, vaseline, *etc.*, and water proof plaster in a separate box readily accessible to the employees so as to protect against perforation of nasal septum.

**3. Special precautions for processes carried out in all glass vessels.—** (1) Processes and chemical reaction such as manufacture of vinyl chloride, benzyl chloride, *etc.*, and which are required to be carried out in all glass vessels shall have suitable means like substantial wire mesh covering to protect persons working nearby in the event of breakage of glass vessel.

(2) Any spillage or emission of vapour from all glass vessel due to breakage, shall be immediately inactivated or rendered innocuous by suitable means such as dilution with water or suitable solvents so as to avoid the risks of fire or explosion or health hazards.

**4. Special precautions for processes involving chlorate manufacture.**— (1) Crystallisation, grinding or packing of chlorate shall not be done in a place used for any other purpose and such places shall have hard, smooth and impervious surface made of non-combustible materials. The place shall be thoroughly cleaned daily.

(2) The personal protective equipment like overall, *etc.*, provided for the chlorate employees shall not be taken from the place of work and they shall be thoroughly cleaned daily.

(3) Adequate quantity of water shall be available near the place of chlorate process for use during fire emergency.

(4) Wooden vessels shall be used for the crystallisation of chlorate or to contain crystallized ground chlorate.

**5. Special precautions in the use of plant and equipment made from reinforced plastics.**— (1) All plant and equipment's shall conform to appropriate Indian or any other National Standard.

(2) Care shall be taken during storage, transport, handling and installation of plant and equipment to avoid accidental damage.

(3) All plant and equipment shall be installed in such a way as to ensure that loads are distributed as intended in design or as per the recommendations of the manufacturers.

(4) All pipe work shall be supported so that total loads local to the branches on the vessel or tank do not exceed their design values.

(5) After erection, all plant and equipment shall be subjected to a pressure test followed by a thorough examination by a competent person. The test and examination shall be as per relevant standard. A certificate of test and examination by competent person shall be obtained and kept available at site.

(6) All plant and equipment's shall be subjected to periodical test and examination and record maintained as per paragraph 15 in Part-II of this Schedule.

(7) Plant and equipment during their use shall not be subjected to overfilling or overloading beyond rated capacity.

## PART-VI

**MEDICAL REQUIREMENTS**

**1. Decontamination facilities.**— In all places, where toxic substances are used in processes listed in Appendix “A” the following provisions shall be made to meet an emergency;

(a) fully equipped first-aid box;

(b) readily accessible means of drenching with waterpersons, parts of body of persons and clothing of persons who have been contaminated with such toxic and corrosive substances, and such means shall be as shown in the Table below:

TABLE

No. of persons employed at any time	No. of drenching showers
Up to 50 persons	2
Between 51 and 100	3
101 and 200	3+1 for every 50 persons thereafter
201 and 400	5+1 for every 100 persons thereafter
401 and above	7+1 for every 200 persons thereafter

(c) a sufficient number of eye wash bottles filled with distilled water or suitable liquid, kept in boxes or cupboards conveniently situated and clearly indicated by a distinctive sign which shall be visible at all times.

**2. Occupational health centre.**— In all the factories carrying out process covered in Appendix ‘A’ there shall be provided and maintained in good order an occupational health centre with facilities as per scale laid down hereunder-

(1) For factories employing up to 50 employees-

(a) the services of a qualified medical practitioner hereinafter known as Factory Medical Practitioner, available on a retainership basis in his notified clinic near to the factory for seeking medical help during emergency. He will also carry out the pre-employment and periodical medical examinations as stipulated in paragraph 4 of this part.

(b) a minimum of five persons trained in first-aid procedures amongst whom at least one shall always be available during the working period.

(c) a fully equipped first-aid box.

(2) For factories employing 51 to 200 employees-

(a) The occupational health centre shall have a room having a minimum floor area of 15 sq.m. with floors and walls made of smooth, hard and impervious surface and shall be adequately illuminated, ventilated and equipped.

(b) A part-time Factory Medical Practitioner will be in overall charge of the centre who shall visit the factory minimum twice in a week and whose services shall be readily available during emergencies.

(c) There shall be one qualified and trained dresser-cum-compounder on duty throughout the working period.

(d) A fully equipped first-aid box.

(3) For factories employing above 200 employees-

(a) There shall be one full-time Factory Medical Practitioner for factories employing up to 500 employees and one more Medical Officer for every 1,000 employees or part thereof.

(b) The occupational health centre in this case shall have a minimum of 2 rooms each having a minimum floor area of 15sq.m. with floors and walls made of smooth, hard and impervious surface and shall be adequately illuminated, ventilated and equipped.

(c) There shall be one trained nurse, one dresser-cum-compounder and one sweeper-cum-wardboy throughout the working period.

(d) The occupational health centre in this case shall be suitably equipped to manage medical emergencies.

**3. Ambulance van.—** (1) In every factory carrying out processes covered in Appendix 'A' there shall be provided and maintained in good condition, a suitably constructed and fully equipped ambulance van as per Appendix 'C' manned by a full time Driver-cum-Mechanic and a helper,

trained in first-aid or the purposes of transportation of serious cases of accidents or sickness unless arrangements for procuring such facility at short notice during emergencies have been made with the nearby hospital or other places. The ambulance van shall not be used for any purpose other than the purpose stipulated herein and will always be available near the occupational health centre.

(2) The relaxation to procure ambulance van from nearby places provided for in sub-para (1) above will not be applicable to factories employing more than 500 employees.

**4. Medical examination.—** (1) Employees employed in processes covered in Appendix 'A' shall be medically examined by a Factory Medical Practitioner in the following manner-

- (a) Once before employment, to ascertain physical suitability of the person to do the particular job;
- (b) Once in a period of 6 months to ascertain the health status of the employee; and
- (c) The details of pre-employment and periodical medical examinations carried out as foresaid shall be recorded in the prescribed form.

(2) Any finding of the Factory Medical Practitioner revealing any abnormality or unsuitability of any person employed in the process shall immediately be reported to the Medical Officer who shall in turn, examine the concerned employees and communicate his findings within 30 days. If, the Medical Officer is of the opinion that the person so examined is required to be suspended from the process for health protection, he will direct the occupier accordingly who shall not employ the said employee in the same process. However, the person so suspended from the process shall be provided with alternate placement facilities unless he is fully incapacitated in the opinion of the Medical Officer, in which case the person affected shall be suitably rehabilitated:

Provided that the Medical Officer on his own or in the opinion of Inspector-cum-Facilitator may examine any other employee whom he feels necessary to examine ascertaining the suitability of his employment in the process covered in Appendix 'A' or for ascertaining the health status of any other employee and his opinion shall be final.



(3) No person shall be newly appointed without the certificate of fitness in FORM XXIV granted by the medical practitioner, If, the medical practitioner declares a person unfit for being appointed to work in the process covered in Appendix 'A' such person shall have a right of appeal to the Medical Officer, whose opinion shall be final in this regard.

(4) The employee suspended from the process owing to the circumstances covered in sub-para (2) shall be employed again in the same process only after obtaining the fitness certificate from the Medical Officer and after making entries to that effect in the health register.

#### PART-VII

##### ADDITIONAL WELFARE AMENITIES

**1. Washing facilities.—** (1) There shall be provided and maintained in every factory for the use of all the employees, taps for washing, at the rate of one tap for every 15 persons including liquid soap in a container with tilting arrangements and nail brushes or other suitable means for effective cleaning. Such facilities shall be conveniently accessible and shall be kept in a clean and hygienic condition.

(2) If, washing facilities as required above are provided for women, such facilities shall be separate for them and adequate privacy at all times shall be ensured in such facilities.

**2. Mess room facilities.—** (1) The occupier of all the factories carrying out process covered in Appendix 'A' and employing 50 employees or more, shall provide for all the employees working in a shift, mess room facilities, which are well ventilated and provided with tables and sitting facilities along with the provision of cold and hygienic drinking water facilities.

(2) Such facilities shall include suitable arrangements for cleaning and washing and shall be maintained in a clean and hygienic condition.

**3. Cloak-room facilities.—** (1) The occupier of every factory carrying out any process covered in Appendix 'A' shall provide for all the employees employed in the process, cloak-room facilities one for work clothing and another separately for personal clothing and the lockers should be such as to enable the keeping of the clothing in a hanging position.

(2) The cloak-room facilities so provided in pursuance of sub-para (1) shall be located as far as possible near to the facilities provided for washing pursuant to para 1 (1). If it is not possible to locate the washing facilities, the cloak-room facilities shall have adequate and suitable arrangements for cleaning and washing.

**4. Special bathing facilities.—** (1) The occupier of any factory carrying out the process covered under Appendix 'B' shall provide special bathing facilities for all the employees employed and such facilities shall be provided at the rate of 1 for 25 employees and part thereof, and shall be maintained in a clean and hygienic condition.

(2) The occupier shall insist all the employees employed in the processes covered in Appendix 'B' to take bath after the completion of the day's or shift work using the bathing facilities so provided and shall also effectively prevent such of those employees taking bath in any place other than the bathing facilities.

(3) Notwithstanding anything contained in sub-para (1) above, the Chief Inspector-*cum*-Facilitator may require in writing the occupier of any factory carrying out any other process for which in his opinion bathing facilities are essential from health point of view, to provide special bathing facilities.

#### PART-VIII

**1. Duties of employees.—** (1) Every employee employed in the processes covered in Appendix 'A' and Appendix 'B' shall not make safety device or appliance or any guarding or defencing arrangements inoperative or defective and shall report the defective condition of the aforesaid arrangements as soon as he is aware of any such defect.

(2) Before commencing any work, all employees employed in processes covered in Appendix 'A' shall check their work place as well as the machinery, equipment or appliance used in the processes and report any malfunction or defect immediately to the supervisor or any responsible person of the management.

(3) All employees shall co-operate in all respects with the management while carrying out any work or any emergency duty assigned to them in pursuance of this Schedule and shall always use all the personal protective equipment issued to them in a careful manner.

(4) All employees employed in the processes covered in Appendix 'A' or Appendix 'B' shall not smoke in the process area or storage area. If, special facilities are provided by the management only such facilities should be used.

(5) All employees employed in the process covered in Appendix 'A' shall not remain in unauthorized place or carry out unauthorized work or improvise any arrangements or adopt short cut method or misuse any of the facilities provided in pursuance of the Schedule in such a manner as to cause risk to themselves as well as or to others employed.

(6) The employees shall not refuse undergoing medical examination as required under these rules.

#### PART-IX

##### **RESTRICTION ON THE EMPLOYMENT OF WOMEN**

(1) The Chief Inspector-*cum*-Facilitator may by an order in writing, restrict or prohibit the employment of women in any of the process covered in Appendix 'A' of this Schedule on considerations of health and safety of women.

(2) Such persons who are restricted or prohibited from working in the process due to the order issued in pursuance of sub-para (1) above shall be provided with alternate work which is not detrimental to their health or safety.

#### PART-X

##### **EXEMPTIONS**

**1. Power of exemption.—** The state Government or subject to the control of the State Government, the Chief Inspector-*cum*-Facilitator may exempt from the compliance with any factory carrying out process covered in Appendix 'A', if, it is clearly and satisfactory established by the occupier that the compliance with any of the requirement is not necessary to ensure the safety and health of persons employed suitable and effective alternate arrangements are available to any of the requirement covered in this Schedule.

**APPENDIX 'A'**

Any works or that part of work in which-

(a) the manufacture, manipulation or recovery of any of the following is carried on: -

(i) sodium, potassium, iron, aluminium, cobalt, nickel, copper, arsenic, antimony, chromium, zinc, selenium, magnesium, cadmium, mercury, beryllium and their organic and inorganic salts, alloys, oxides and hydroxides;

(ii) ammonia, ammonium hydroxides and salts of ammonium;

(iii) the organic or inorganic compounds of sulphurous, sulphuric, nitric, nitrous, hydrochloric, hydrofluoric, hydriodic, hydro-sulphuric, hydrobromic, boric;

(iv) cyanogen compounds, cyanide compounds, cyanate compounds;

(v) phosphorous and its compounds other than organo-phosphorous insecticides;

(vi) chlorine.

(b) hydrogen sulphide is evolved by the decomposition of metallic sulphides, or hydrogen sulphide is used in the production of such sulphides;

(c) bleaching powder is manufactured or chlorine gas is produced in chlorine-alkali plants;

(d) (i) gas, tar or coal tar bitumen or shale oil, asphalt or any residue of such tar is distilled or is used in any process of chemical manufacture;

(ii) tar based synthetic colouring matters or their intermediates are provided;

(e) nitric acid is used in the manufacture of nitro compounds;

(f) explosives are produced with the use of nitro compounds;

(g) aliphatic or aromatic compounds or their metallic and non-metallic derivatives or substituted derivatives, such as chloroform, ethylene glycol, formaldehyde, benzyle chloride, phenol, methyl ethyl ketone peroxide, cobalt carbonyl, tungsten carbide, *etc.*, are manufactured or recovered.

**APPENDIX 'B'**

Concerning special bathing accommodation in pursuance of para 4 Part-IV

1. Nitro or amino processes.
2. All chrome processes.
3. Processes of distilling gas or coal tar or processes of chemical manufacture in which tar is used.
4. Process involving manufacture, manipulation, handling or recovery of cyanogen compound, cyanide compound, cyanate compounds.
5. Process involving manufacture of bleaching powder or production of chlorine gas in chlor-alkali plants.
6. Manufacture, manipulation or recovery of nickel and its compounds.
7. All process involving the manufacture, manipulation or recovery of aliphatic or aromatic compounds or their derivatives or substituted derivatives.

**APPENDIX 'C'****AMBULANCE**

Ambulance should have the following equipment;

*General:-*

- A wheeled stretcher with folding and adjusting devices; Head of the stretcher must be capable of being tilted upward
- Fixed suction unit equipment;
- Fixed oxygen supply with equipment;
- Pillow with case;
- Sheets;
- Blankets;
- Towels;
- Emesis bag;
- Bed-pan;
- Urinal;
- Glass;

*Safety equipment: -*

- Flares with life 30 minutes;
- Flood lights;
- Flash lights;
- Fire extinguisher dry powder type;
- Insulated gauntlets;
- Emergency care equipment: -

*Resuscitation: -*

- Portablesuction unit;
- Portable oxygen unit;
- Bag-valve mask, hand operated artificial ventilation unit;
- Airways;
- Mouth gags;
- Tracheostomy adaptors;
- Short spine board;
- I.V. fluids with administration unit;
- B.P. manometer;
- Cugg;
- Stethoscope.

*Immobilisation: -*

- Long and short padded boards;
- Wire ladder splints;
- Triangular bandage;
- Long and short spine boards.

*Dressings: -*

- Gauze pads - 4" X 4";
- Universal dressing - 10" X 36";
- Roll of aluminium foils;
- Soft roller bandages 6" x 5 yards;
- Adhesive tape in 3" roll;
- Safety pins;
- Bandage sheets;
- Burn sheet.

*Poisoning: -*

- Syrup of Ipecac;
  - Activated charcoal;
  - Snake-bite kit;
  - Drinking water;
  - Emergency water.
- } Pre-packeted in doses

*Emergency medicines:*

- As per requirement (under the advice of Medical Officer only).

## SCHEDULE-B-XIX

**MANUFACTURE OR MANIPULATION OF CARCINOGENIC DYE INTERMEDIATES**

**1. Application.**— The Schedule shall apply in respect of all factories or any part thereof where processes in which the substances mentioned in paragraphs 3 and 4 are formed, manufactured, handled, or used and the processes incidental thereto in the course of which these substances are formed, are carried on. The processes indicated in this paragraph shall be referred to hereinafter as “the said processes”, and such a reference shall mean any or all the processes described in this paragraph.

**2. Definition.**— For the purpose of this Schedule the following definitions shall apply, unless the context otherwise requires -

(a) “controlled substances” means, chemical substances mentioned in paragraph 4 of this schedule;

(b) “efficient exhaust draught” means, localised ventilation effected by mechanical means for the removal of gas, vapour, dust or fume so as to prevent them from escaping into the air of any place in which work is carried on. No draught, shall be deemed to be efficient which fails to remove smoke generated at the point where such gas, vapour, fume or dust originates; and

(c) “prohibited substances” means, chemical substances mentioned in paragraph 3 of this schedule.

**3. Prohibited substances.**— For the purpose of this Schedule, the following chemical substances shall be classified a “prohibited substances” except when these substances are present or are formed as a by-product of a chemical reaction in a total concentration not exceeding one percent :-

- (a) beta-naphthylamine and its salts;
- (b) Benzedrine and its salts;
- (c) 4-amino biphenyl and its salts;
- (d) 4-nitro diphenyl and its salts; and
- (e) any substance containing any of these compounds.

**4. Controlled substances.**— For the purpose of this Schedule, the following chemical substances shall be classified as “controlled substances” :-

- (a) alpha-naphthylamine or alpha-naphthylamine containing not more than one percent of betanaphthylamine;
- (b) either as a by-product of chemical reaction or otherwise, and its salts;
- (c) ortho-tolidine and its salts;
- (d) dianisdine and its salts;
- (e) dichlorobenzidine and its salts;
- (f) auramine; and
- (g) magneta.



**5. Prohibition of employment.**— No person shall be employed in the said processes in any factory in which any prohibited substance is formed, manufactured, processed, handled, or used except as exempted by the Chief Inspector-*cum*-Facilitator as stipulated in paragraph 23.

**6. Requirements for processing or handling controlled substances.**— (1) Wherever any of the controlled substances referred to in paragraph 4 are formed, manufactured, processed, handled, or used, all practical steps shall be taken to prevent inhalation, ingestion or absorption of the said controlled substance by the employees while engaged in processing that substance, and its storage or transport within the plant, or in cleaning or maintenance of the concerned equipment, plant, machinery and storage areas.

(2) As far as possible all operations shall be carried out in a totally enclosed system. Wherever such enclosure is not possible, efficient exhaust draught shall be applied at the point where the controlled substances are likely to escape into the atmosphere during the process.

(3) The controlled substances shall be received in the factory in tightly closed containers and shall be kept so except when these substances are in process or in use. The controlled substances shall leave the factory only in tightly closed containers of appropriate type. All the containers shall be plainly labelled to indicate the contents.

**7. Personal protective equipment.**— (1) The following items of personal protective equipment shall be provided and issued to every employee employed in the said processes :-

- (a) long trousers and shirts or overalls with full sleeves and head coverings. The shirt or overall shall cover the neck completely; and
- (b) rubber gum-boots.

(2) The following items of personal protective equipment shall be provided in sufficient numbers for use by employees employed in the said processes when there is danger of injury during the performance of normal duties or in the event of emergency:-

- (a) rubber hand-gloves;
- (b) rubber aprons; and
- (c) airline respirators or other suitable respiratory protective equipment.

(3) It shall be the responsibility of the manager to maintain all items of personal protective equipment in a clean and hygienic condition and in good repair.

**8. Prohibition relating to employment of women.**— No woman shall be employed or permitted to work in any room in which the said processes are carried on.

**9. Floors of workroom.**— The floor of every workroom in which the said processes are carried on shall be—

(a) smooth and impervious to water provided that asphalt or tar shall not be used in the composition of the floor,

(b) maintained in a state of good repair,

(c) with a suitable slope for easy draining and provided with gutters and

(d) thoroughly washed daily with the drain water being led into a sewer through a closed channel.

**10. Disposal of empty containers.**— Empty containers used for holding controlled substances shall be thoroughly cleaned of their contents and treated with an inactivating agent before being discarded.

**11. Manual handling.**— Controlled substances shall not be allowed to be mixed, filled, emptied or handled except by means of a scoop with a handle. Such scoop shall be thoroughly cleaned daily.

**12. Instructions regarding risk.**— Every employee on his first employment in the said processes shall be fully instructed on the properties of the toxic chemicals to which he is likely to be exposed to, of the dangers involved and the precautions to be taken. Employees shall also be instructed on the measures to be taken to deal with an emergency.

**13. Cautionary placards.**— Cautionary placards in the form specified in appendix attached to this Schedule and printed in the language of the majority of the employees employed in the said processes shall be affixed in prominent places frequented by them in the factory, where the placards can be conveniently read. Arrangements shall be made by the manager to instruct periodically all such employees regarding the precautions contained in the cautionary placards.

**14. Obligations of the employees.**— It shall be the duty of the persons employed in the said processes to submit themselves for the medical examination including exfoliative cytology of urine by the Certifying Surgeon or the qualified medical practitioner as provided for under these rules.

**15. Washing and bathing facilities.**— (1) The following washing and bathing facilities shall be provided and maintained in a clean state and in good repair for the use of all employees employed in the said processes :-

- (a) a wash place under cover having constant supply of water and provided with clean towels, soap and nail brushes and with at least one stand pipe for every five such employees;
- (b) 50 percent of the stand pipes provided under clause (a) shall be located in bathrooms where both hot and cold water shall be made available during the working hours of the factory and for one hour thereafter;
- (c) the washing and bathing facilities shall be in close proximity of the area housing the said processes;
- (d) clean towels shall be provided individually to each employee; and
- (e) in addition to the taps mentioned under clause (a), one stand pipe, in which warm water is made available, shall be provided on each floor.

(2) Arrangement shall be made to wash factory uniforms and other work clothes every day.

**16. Food, drinks, etc., prohibited in workroom.**— No employee shall consume food, drink, pan, supari or tobacco or shall smoke in any workroom in which the said processes are carried on and no employee shall remain in any such room during intervals for meals or rest.

**17. Cloakroom.**— There shall be provided and maintained in a clean state and in good repair for the use of the employees employed in the said processes.

- (a) a cloak room with lockers having two compartments - one for street clothes and the other for work clothes, and

(b) a place separate from the locker room and the messroom, for the storage of protective equipment provided under paragraph 7. The accommodation so provided shall be under the care of a responsible person and shall be kept clean.

**18. Messroom.**— There shall be provided and maintained for the use of employees employed in the said processes who remain on the premises during the meal intervals, a messroom which shall be furnished with tables and benches and provided with suitable means for warming food.

**19. Time allowed for washing.**— Before the end of each shift 30 minutes shall be allowed for bathing for each employee who is employed in the said processes. Further, at least 10 minutes shall be allowed for washing before each meal in addition to the regular time allowed for meals.

**20. Restriction on age of persons employed.**— No employee under the age of 40 years shall be engaged in the factory in the said processes for the first time after the date on which the schedule comes into force.

**21. Medical facilities and record of examinations and tests.**—

(1) The occupier of every factory to which the schedule applies, shall—

(a) Appoint a qualified medical practitioner for frequent medical examination of the employees employed therein whose employment shall be subject to the approval of the Chief Inspector-*cum*-Facilitator; and

(b) Provide to the said medical practitioner all the necessary facilities for the purpose referred to in clause (a).

(2) The record of medical examinations and appropriate tests carried out by the said medical practitioner shall be maintained in a separate register approved by the Chief Inspector-*cum*-Facilitator, which shall be kept readily available for inspection by the Inspector-*cum*-Facilitator.

**22. Medical examination by the Medical Officer.**— (1) Every employee employed in the said process shall be examined by a Medical Officer within 15 days of his first employment. Such examination shall include tests for detection of methemoglobin in blood (hematological tests), paranitrophenol in urine, pulmonary functions tests and C.N.S tests. No employee shall be allowed to work after 15 days of his employment in the factory unless certified fit for such employment by the Medical Officer.

(2) Every employee employed in the said processes shall be reexamined by a Medical Officer at least once in every three calendar months and such reexamination shall wherever the Medical Officer considers appropriate include all the tests specified in sub-paragraph (1).

(3) The Medical Officer after examining an employee shall issue a certificate of fitness in Form-XXIV. The record of examination and reexamination carried out shall be entered in the certificate and the certificate shall be kept in the custody of the occupier of the factory. The record of each examination carried out under sub- paragraph (1) and (2) including the nature and the result of these tests, shall also be entered by the Medical Officer in a health register in Form-XXV.

(4) The certificate of fitness and the health register shall be kept readily available for inspection by the Inspector-*cum*-Facilitator.

(5) If, at any time the Medical Officer is of the opinion that an employee is no longer fit for employment in the said processes on the ground that continuance therein involve special danger to the health of the employee, he shall make a record of his findings in the said certificate and the health register. The entry of his findings in those documents should also include the period for which he considers that the said person is unfit to work in the said processes.

(6) No person who has been found unfit to work as said in sub-paragraph (5) shall be reemployed or permitted to work in the said processes unless the Medical Officer after further examination, again certifies him fit for employment in those processes.

**23. Exemptions – Prohibited substances.—** (1) The Chief Inspector-*cum*-Facilitator may by a certificate in writing (which he may at his discretion revoke at any time), subject to such conditions, if any, as may be specified therein, exempt any process in the course of which any of the prohibited substances is formed, processed, manufactured, handled, or used, from the provisions of paragraph 5 if, he is satisfied that the process is carried out in a totally enclosed and hermetically sealed system in such a manner that the prohibited substance is not removed from the system except in the quantities no greater than that required for the purpose of control, of the process or such purposes as is necessary to ensure that the product is free from any of the prohibited substances.

(2) The Chief Inspector-*cum*-Facilitator may allow the manufacture, handling or use of benzidine hydrochloride provided that all the processes in connection with it are carried out in a totally enclosed system in such a manner that no prohibited substance other than benzidine hydrochloride is removed therefrom except in quantities no greater than that required for the purpose of control of the processes or such purposes as is necessary to ensure that the product is free from prohibited substances and that adequate steps are taken to ensure that benzidine hydrochloride is, except while not in a totally enclosed system, kept wet not less than one part of water to two parts of benzidine hydrochloride at all times.

**24. Exemptions – General.**— If, in respect of any factory, the Chief Inspector-*cum*-Facilitator is satisfied that owing to the exceptional circumstances or infrequency of the processes or for any other reason, all or any of the provisions of this Schedule is not necessary for the protection of the employees in the factory, the Chief Inspector-*cum*-Facilitator may be a certificate in writing (which he may in his discretion revoke at any time), exempt such factory from all or any of such provisions subject to such conditions, if any, as he may specify therein.

#### CAUTIONARY PLACARD

Advice to employees:-

1. Nitro and amino compounds or aromatic hydro carbons are dangerous. In this factory you have to handle them frequently.
2. All item of protective wear provided should be made use of to safeguard your health.
3. Maintain scrupulous, cleanliness at all times. Before meal wash hands and feet. A bath before leaving the factory is essential, taking care to wash the head well.
4. If, any chemical falls on your body, wash it off immediately with soap and water. Change clothing at once, if, soiled with a cyanotic nitro and amino compound. Contact the appointed doctor immediately.
5. Do not handle any nitro or amino compound with bare hands. Use a long-handled scoop.
6. Avoid alcoholic drinks as these increase risk of poisoning.

7. In case of illness contact the factory occupier and the appointed doctor.

8. Do not chew, eat, drink or smoke in the workroom or with soiled hands. Keep food and drink away from the work place.

9. If, you work with betanaphthylamine or benzidine or its salts, alphanaphthylamine or diansidine-

(a) Remember the serious effects will follow after a number of years if, great care is not taken to observe absolute cleanness of body, clothes, machinery and tools.

(b) at meal time, wash face and hands twice with soap and water to remove all chemicals; wear a long-sleeved clean apron while eating;

(c) before leaving the factory take a bath using soap and water twice, after this put on your home clothes.

#### SCHEDULE -B-XX

### **PROCESS OF EXTRACTION OILS AND FATS FROM VEGETABLES AND ANIMAL SOURCES IN SOLVENT EXTRACTION PLANTS**

**1. Definitions.—** (a) “Solvent extraction plant” mean, a plant in which the process of extraction oils and fats from vegetables and animal sources by the use of solvents is carried on.

(b) “Solvent” means, an inflammable liquid such as pentane, hexane and heptane use for the recovery of vegetable oils.

(c) “Flame-proof” enclosure as applied to electrical machinery or apparatus means an enclosure that will withstand, when covers or other access doors are properly secured, an internal explosion of the flammable gas or vapour which may enter or which may originate inside the enclosure without suffering damage and without communicating internal inflammation (or explosion) to the external flammable gas or vapour.

(d) “Competent person” for the purpose of this Schedule shall be at least a Member of the Institution of Engineers (India) or an Associate Member of the said Institution with 10 years’ experience in a responsible position as may be approved by the Chief Inspector-cum-Facilitator:

Provided that a graduate in Mechanical Engineering or Chemical Technology with specialised knowledge of oils and fats and with a minimum experience of 5 years in a solvent extraction plant shall also be considered to be a competent person:

Provided further that the State Government may accept any other qualification if, in its opinion they are equivalent to the qualifications aforesaid.

**2. Location and layout.**— (a) No solvent extraction plant shall be permitted to be constructed or extended to within a distance of 30 meters from the nearest residential locality.

(b) A 1.5-meter-high continuous wire fencing shall be provided around the solvent extraction plant up-to a minimum distance of 15 meters from the plant.

(c) No person shall be allowed to carry any matches or an open flame or fire inside the area bound by the fencing.

(d) Boiler houses and other buildings where open flame processes are carried on shall be located at least 30 meters away from the solvent extraction plant.

(e) If, godowns and preparatory processes are at less than 30 meters distance from the solvent extraction plant, these shall be at least 15 meters distance from the plant, and continuous barrier wall of non-combustible material 1.5 meters high shall be erected at a distance of not less than 15 meters from the solvent extraction plant so that it extends to at least 30 meters of vapour travel around its ends from the plant to the possible sources of ignition.

**3. Electrical installations.**— (a) All electrical motors and wiring and other electrical equipment installed or housed in solvent extraction plant shall be of flame-proof construction.

(b) All metal parts of the plant and buildings including various tanks and containers where solvents are stored or are present and all parts of electrical equipment not required to be energized shall be properly bounded together and connected to earth so as to avoid accidental rise in the electrical potential of such parts above the earth potential.



**4. Restriction of smoking.**— Smoking shall be strictly prohibited within 15 meters distance from solvent extraction plant. For this purpose, “No Smoking” signs shall be permanently displayed in the area.

**5. Precautions against frictions.**— (a) All tools and equipment including ladders, chains and other lifting tackle required to be used in solvent extraction plant shall be of non-sparking type.

(b) No machinery or equipment in any solvent extraction plant shall be belt driven unless the belt used is of such a type that it does not permit accumulation of static electricity to a dangerous level.

(c) No person shall be allowed to enter and work in the solvent extraction plant if, wearing clothes made of nylons or such other fibre that can generate static electrical charge or wearing footwear which is likely to cause sparks by friction.

**6. Fire fighting apparatus.**— (a) Adequate number of portable fire extinguishers, suitable for use against flammable liquid fires shall be provided in the solvent extraction plant.

(b) An automatic water spray sprinkler system on a wet-pipe or open-head deluge system with sufficient supply of storage water shall be provided over solvent extraction plant and throughout the buildings housing such plant.

**7. Precautions against power failure.**— Provisions shall be made for the automatic cutting off of steam in the event of power failure and also for emergency overhead water supply for feeding water by gravity to condensers which shall come into play automatically with the power failure.

**8. Magnetic separators.**— Oil cake shall be fed to the extraction by a conveyor through a hopper and a magnetic separator shall be provided to remove any pieces of iron during its transfer.

**9. Venting.**— (a) Tanks containing solvents shall be protected with emergency venting to relieve excessive internal pressure in the event of fire.

(b) All emergency relief vents shall terminate at least 6 meters above the ground and be so located that vapours will not enter the building in which solvent extraction plant is located.

**10. Waste water.**— Process waste water shall be passed through a flash evaporator to remove any solvent before it is discharged into a sump which should be located within the fenced area but not closer than 8 meters to the fence.

**11. Ventilation.**— The solvent extraction plant shall be well ventilated and if, the plant is housed in a building, the building shall be provided with mechanical ventilation with provision for at least six air changes per hour.

**12. Housekeeping.**— (a) Solvents shall not be stored in an area covered by solvent extraction plant except in small quantities which shall be stored in approved safety cans.

(b) Waste materials such as oily rags, other wastes and absorbents used to wipe off solvent and paints and oils shall be deposited in approved containers and removed from the premises at least once a day.

(c) Space within the solvent extraction plant and within 15 meters from the plant shall be kept free from any combustible materials and any spills of oil or solvent, shall be cleansed up immediately.

**13. Examination and repairs.**— (a) The solvent extraction plant shall be examined by the competent persons to determine any weakness or corrosion and wear once in every 12 months. Report of such examination shall be supplied to the Inspector-*cum*-Facilitator with his observation as to whether or not the plant is in safe condition to work.

(b) No repairs shall be carried out to the machinery or plant except under the direct supervision of the competent person.

(c) Facility shall be provided for purging the plant with inert gas or steam before opening for cleaning or repairs and before introducing solvent after repairs.

**14. Operating personnel.**— The operation of the plant and machinery in the solvent extraction plant shall be in the charge of such duly qualified and trained persons as are certified by the competent persons to be fit for the purpose and no other person shall be allowed to operate the plant and machinery.

**15. Employment of pregnant women.**— No pregnant women shall be employed in the solvent extraction plant.

**16. Vapour detection.**— A suitable type of flame proof and portable combustible gas indicator shall be provided and maintained in good working order and a schedule of routine sampling of atmosphere or various locations as approved by the Chief Inspector-*cum*-Facilitator shall be drawn out and entered in a register maintained for the purpose.

**17. Exemption.**— If, in respect of any factory, the Chief Inspector-*cum*-Facilitator is satisfied that owing to the exceptional circumstances or infrequency of the processes or for any other reasons, all or any of the provisions of this Schedule is not necessary for the protection of the employees in the factory, the Chief Inspector-*cum*-Facilitator may by a certificate in writing (which may in his discretion revoke at any time) exempt such factory from all or any of such provisions subject to conditions, if any, as he may specify therein.

#### SCHEDULE-B-XXI

#### MANUFACTURE OR MANIPULATION OF BENZENE

**1. Application.**— This Schedule is made to provide protection against hazards of poisoning from benzene and shall apply in respect of factories or parts thereof on which benzene or substances containing benzene are manufactured, handled or used.

**2. Definitions.**— For the purpose of this Schedule-

(a) 'Substances containing benzene' mean, substances wherein benzene content exceeds 1 percent by volume.

(b) 'Substitute' means, a chemical which is harmless or less harmful than benzene and can be used in place of benzene.

(c) 'Enclosed system' means, a system which will not allow escape of benzene vapors to the working atmosphere.

(d) 'Efficient exhausted draught' means, localized ventilation effected by mechanical means for the removal of gases, vapour and dusts or fumes so as to prevent them from escaping into the air of any workroom. No draught shall be deemed to be efficient if, it fails to remove smoke generated at the point where such gases, vapour, fumes or dusts originate.

**3. Prohibition and substitution.**— (a) Use of benzene and substance containing benzene is prohibited in the following process: -

- (i) Manufacture of varnishes, paints and thinners;
- (ii) Cleaning and degreasing operations.

(b) Benzene or substances containing benzene shall not be used as a solvent or diluents unless the process in which it is used is carried on in an enclosed system or unless the process is carried on in a manner which is considered equally safe as if, it were carried out in an enclosed system.

(c) Where suitable substitutes are available, they shall be used instead of benzene or substances containing benzene. This provision, however, shall not apply to the processes specified in Appendix-A.

(d) The Chief Inspector-*cum*-Facilitator may, subject to confirmation by the Government, permit exemptions from the percentage laid down in clause 2(a) and also from the provisions of sub-clause (b) temporarily under conditions and within limits of time to be determined after consultation with the employers and employees concerned.

**4. Protection against inhalation.—** (a) The process involving the use of benzene or substances containing benzene shall as far as practicable be carried out in an enclosed system.

(b) Where, however, it is not practicable to carry out the process in an enclosed system, the workroom in which benzene or substances containing benzene are used shall be equipped with an efficient exhaust draught or other means for the removal of benzene vapours to prevent their escape into the air of the workroom so that the concentration of benzene in the air does not exceed values specified under rule 65.

(c) Air analysis for the measurement of concentration of benzene vapours in air shall be carried out every 8 hours or at such intervals as may be directed by the Chief Inspector-*cum*-Facilitator at places where process involving use of benzene is carried on and the result of such analysis shall be recorded in a register specially maintained for this purpose. If, the concentration of benzene vapour in air as measured by air analysis, exceeds values specified under rule 65, the occupier shall forthwith report the concentration to the Chief Inspector-*cum*-Facilitator stating the reasons for such increase.

(d) Employees who for special reasons are likely to be exposed to concentration of benzene in the air of the workroom exceeding the maximum referred to in clause (b) be provided with suitable respirators or facemasks. The duration of such exposure shall be limited as far as possible.

**5. Measures against skin contact.**— (a) Employees who are likely to come in contact with liquid benzene or liquid substances containing benzene shall be provided with suitable gloves, aprons, boots and where necessary vapour tight chemical goggles, made of material not affected by benzene or its vapour.

(b) The protective wear referred to in sub-clause (a) shall be maintained in good condition and inspected regularly.

**6. Prohibition relation to employment of women.**— No woman shall be employed or permitted to work in any workroom involving exposure to benzene or substances containing benzene.

**7. Labelling.**— Every container holding benzene or substances containing benzene shall have the word “Benzene” and approved danger symbols clearly visible on it and shall also display information of benzene content, warning about toxicity and warning about in-flammability of the chemical.

**8. Improper use of benzene.**— (a) The use of benzene or substances containing benzene by employees for cleaning their hands or their work clothing shall be prohibited.

(b) Employees shall be instructed on the possible dangers arising from such misuse.

**9. Prohibition of consuming food, etc., in workrooms.**— No employee shall be allowed to store or consume food or drink in the workroom in which benzene or substances containing benzene are manufactured, handled or used. Smoking and chewing tobacco or pan shall be prohibited in such workrooms.

**10. Instruction as regards risk.**— Every employee on his first employment shall be fully instructed on the properties of benzene or substances containing benzene which he has to handle and of the dangers involved. Employees shall also be instructed on the measures to be taken to deal with in an emergency.

**11. Cautionary notices.**— Cautionary notices in the form specified in Appendix ‘B’ and presented in the language easily read and understood by the majority of the employees shall be displayed in prominent places in the workrooms where benzene or substances containing benzene are manufactured, handled or used.

**12. Washing facilities, cloakroom and mess-room.—** In factories in which benzene or substances containing benzene are manufactured, handled or used, the occupier shall provide and maintain in clean state and in good repair-

(a) Washing facilities under cover of the standard of at least one tap for every 10 persons having constant supply of water with soap and a clean towel provided individually to each employee if so, ordered by the Inspector-*cum*-Facilitator.

(b) a cloak-room with lockers for each employee, having two compartments one for street-clothing and one for work-clothing.

(c) a mess-room furnished with tables and benches with means for warming food, provided that where a canteen or other proper arrangements exist for the employees to take their meals, the requirements of mess-room shall be dispensed with.

**13. Medical facilities and record or examinations and test.—**

(1) The occupier of every factory to which the Schedule applies, shall-

(a) appoint a qualified medical practitioner for frequent medical examination of the employees employed therein whose employment shall be subject to the approval of the Chief Inspector-*cum*-Facilitator; and

(b) Provide to the said medical practitioner all the necessary facilities for the purpose referred to in clause (a).

(2) The record of medical examinations and appropriate tests carried out by said medical practitioner shall be maintained in FORM XXV which shall be kept readily available for inspection by the Inspector-*cum*-Facilitator.

**14. Medical examination by the Medical Officer.—** (1) Every employee employed in the processes mentioned in paragraph 1, shall be examined by a Medical Officer within 15 days of his first employment. Such examination shall include tests for detection of phenol in urine and determination of urinary sulphide ratio and C.N.S. and haematological tests. No employee shall be allowed to work after 15 days of his first employment in the factory unless certified fit for such employment by the Medical Officer.

(2) Every employee employed in the said processes shall be reexamined by a Medical Officer at least once in every twelve calendar months and such examinations shall, wherever the Medical Officer considers appropriate include all the tests specified in sub-paragraph (1) further, every employee shall also be examined once in every three calendar months by the factory Medical Practitioner.

(3) The Medical Officer after examining an employee shall issue a certificate of fitness in Form-XXIV. The record of examination and reexaminations carried out shall be entered in the certificate and the certificate shall be kept in the custody of the occupier of the factory. The record of each examination carried out under sub-paragraphs (1) and (2) including the nature and the results of these tests, shall also be entered by the Medical Officer in a health register in Form-XXV.

(4) The certificate of fitness and the health register shall be kept readily available for inspection by the Inspector-*cum*-Facilitator.

(5) If, at any time the Medical Officer is of the opinion that an employee is no longer fit for employment in the said processes on the ground that continuance therein would involve special danger to the health of the employee, he shall make a record of his findings in the said certificate and the health register. The entry of his findings in those documents should also include the period for which he considers that the said person is unfit to work in the said processes.

(6) No person who has been found unfit to work as said in sub-paragraph (5) shall be reemployed or permitted to work in the said process unless the Medical Officer, after further examination, again certifies him fit for employment in those processes.

#### **APPENDIX-A**

[Clause 3 (c)]

1. Production of benzene.
2. Process where benzene is used for chemical synthesis.
3. Motors spirits (used as fuel).

**APPENDIX-B**

(Clause 11)

## (a) The hazards:

- (i) Benzene and substances containing benzene are harmful.
- (ii) Prolonged or repeated breathing of benzene vapours may result in acute or chronic poisoning.
- (ii) Benzene can also be absorbed through skin which may cause skin and other diseases.

## (b) The preventive measures to be taken:

- (i) Avoid breathing of benzene vapours.
- (ii) Avoid prolonged or repeated contact of benzene with the skin.
- (ii) Remove benzene soaked or wet clothing promptly.
- (iv) If, any time you are exposed to high concentration of benzene vapours and exhibit the sign and symptoms such as dizziness, difficulty in breathing, excessive excitations and losing of consciousness, immediately inform your occupier.
- (v) Keep all the containers of benzene closed.
- (vi) Handle, use and process benzene and substances containing benzene carefully in order to prevent their spillage on floor.
- (vii) Maintain good housekeeping.

## (c) The protective equipment to be used:

- (i) Use respiratory protective equipment in places where benzene vapours are present in high concentration.
- (ii) In emergency use self-generating oxygen mask or oxygen or air cylinder masks.
- (iii) Wear hand gloves, aprons, goggles and gum boots to avoid contact of benzene with your skin and body parts.

## (d) The first-aid measure to be taken in case of acute benzene poisoning:

- (i) Remove the clothing immediately if, it is wetted with benzene.



(ii) If, liquid benzene enters eyes, flush thoroughly for at least 15 minutes with clean running water and immediately secure medical attention.

(ii) In case of unusual exposure to benzene vapour, call a physician immediately. Until he arrives do the following:

If, the exposed person is conscious:

- (a) Move him to fresh air in open.
- (b) Lay down without a pillow and keep him quiet and warm.

If, the exposed person is unconscious:

- (a) Lay him down preferably on the left side with the head low.
- (b) Remove any false teeth, chewing-gum, tobacco or other foreign objects which may be in his mouth.

(c) Provide him artificial respiration in case difficulty is being experienced in breathing.

(d) In case of shallow breathing or cyanosis (blueness of skin, lips, ears, finger and nail beds), he should be provided with medical oxygen or oxygen carbon dioxide mixture. If needed, he should be given artificial respiration. Oxygen should be administered by a trained person only.

#### SCHEDULE-B- XXII

##### CARBON-DI-SULPHIDE PLANTS

**1. Application.**— This Schedule shall apply to all electrical furnaces in which carbon disulphide is generated and all other plants where carbon di-sulphide after generation, is condensed, refined and stored. These rules are in addition to and not in derogation of any of the provisions of the Act and Rules made thereunder.

**2. Construction, installation and operation.**— (a) The buildings in which electric furnaces are installed and carbon di-sulphide after generation is condensed and refined shall be segregated from other parts of the factory and shall be of open type to ensure optimum ventilation and the plant layout shall be such that only minimum number of employees are exposed to the risk of any fire or explosion at any one time.

(b) Every electric furnace and every plant in which carbon di-sulphide is condensed, refined and stored with all their fittings and attachments shall be of good construction, sound material and of adequate strength to sustain the internal pressure to which the furnace or the plant may be subject to and shall be so designed that carbon di-sulphide liquid and gas are in closed system during their normal working.

(c) The electric furnace supports shall be firmly grounded about 60 centimetres in concrete or by other effective means.

(d) Every electric furnace shall be installed and operated according to manufacturers' instructions and these instructions shall be clearly imparted to the personnel in charge of construction and operation.

(e) The instructions regarding observance of correct furnace temperature, sulphur doze, admissible current/power consumption and periodical checking of charcoal level shall be strictly complied with.

**3. Electrodes.—** (a) Where upper ring electrode(s), made of steel are used in the electric furnace, they shall be seamless tube construction and shall have arrangement for being connected to cooling water system through a siphon built in the electrodes or through a positive pressure water-pump.

(b) The arrangement for cooling water referred to in clause (a) shall be connected with automatic alarm system which will actuate in the event of interruption of cooling water in the electrodes and give visible and audible alarm signals in the control room and simultaneously stop power supply for the furnace operation and to stop the further supply of water. The alarm system and the actuating device shall be checked every day.

**4. Maintenance of charcoal level.—** When any electric furnace is in operation, it shall be ensured that the electrodes are kept covered with charcoal bed.

**5. Charcoal separator.—** A cyclone type of charcoal separator shall be fitted on the off-take pipe between the electric furnace and sulphur separator to prevent entry of pieces of charcoal into the condensers and piping.

**6. Rupture discs and safety seal.**— (a) At least two rupture discs of adequate size which shall blow off at a pressure twice the maximum operating pressure shall be provided on each furnace and shall either be mounted directly on the top of the furnace or each through an independent pipe as close as possible to the furnace.

(b) A safety water seal shall be provided at the best possible location to ensure maximum and effective operation of rupture discs mentioned in (a) above.

**7. Pyrometer and manometers.**— (a) Each electric furnaces shall be fitted with adequate number of pyrometers to make a correct assessment of the temperature at various points in the furnace. The dials for reading the temperatures shall be located in the control room.

(b) Manometers shall be provided for indicating pressure-

(i) in the off-take pipe before and after the sulphur separator:  
and

(ii) in primary and secondary condensers.

**8. Check valves or water seals.**— All piping carrying carbon disulphide shall be fitted with check valves or water seals at suitable positions so as to prevent gas from flowing back into any electric furnace in the event of its shut down.

**9. Inspection and maintenance of electric furnace.**— (a) Every electric furnace shall be inspected internally by a competent person,-

(i) before being placed in service after installation;

(ii) before being placed in service after reconstruction or repairs; and

(iii) periodically every time the furnace is opened for cleaning or for replacing electrodes.

(b) When the electric furnace is shut down for cleaning,-

(i) the brick lining shall be checked for continuity and any part found defective removed;

(ii) after removal of any part of the lining, referred to in (a), the condition of the shell shall be closely inspected; and

(iii) any plates forming shell found corroded to the extent that safety of the furnace is endangered shall be replaced.

**10. Maintenance of records.**— The following hourly records shall be maintained in a log book:-

- (i) manometer readings at the points specified in 7 (b) (i) and (ii);
- (ii) gas temperature indicated by pyrometers and all other vital points near the sulphur separator and primary and secondary condensers.
- (ii) water temperature and flow of water through the siphon in the electrodes
- (iv) primary and secondary voltages and current and energy consumed.

**11. Electrical apparatus, wiring and fittings.**— All buildings in which carbon disulphide is refined or stored shall be provided with electrical apparatus, wiring and fittings which shall afford adequate protection from fire and explosion.

**12. Prohibition relating to smoking.**— No person shall smoke or carry matches, fire or naked light or other means of producing a naked light or spark in buildings in which carbon disulphide is refined or stored, and a notice in the language understood by a majority of the employees shall be pasted in the plant prohibiting smoking and carrying of matches, fire or naked light or other means of producing naked light or spark into such rooms.

**13. Means of escape.**— Adequate means of escape shall be provided and maintained to enable persons to move to a safe place as quickly as possible in case of an emergency. At least two independent stair cases of adequate width shall be provided in every building, housing the furnaces at reasonable intervals at opposite ends. These shall always be kept clear of all obstructions and so designed as to afford easy passage.

**14. Warnings in case of fire.**— There shall be adequate arrangements for giving warnings in case fire or explosion which shall operate on electricity and in case of failure construction, adequately and so designed as to provide a minimum of electricity by some mechanical means.

**15. Fire-fighting equipment.**— (a) Adequate number of suitable fire extinguishers or other fire-fighting equipment shall be kept in constant readiness for dealing with risks involved and depending on the amount and nature of materials stored.

(b) Clear instructions as to how the extinguishers or other equipment should be used printed in the language which the majority of the employees employed understand shall be affixed to each extinguisher.

**16. Bulk sulphur.**— (a) Open or semi-enclosed spaces for storage of bulk sulphur shall be sited with due regard to the dangers which may arise from sparks given off by nearly locomotives, *etc.*, and precautions shall be taken to see that flames, smoking and matches and other sources of ignition do not come in contact with the clouds of dust arising during handling of bulk sulphur.

(b) All enclosures for bulk sulphur shall be of non-combustible construction, adequately ventilated and so designed as to provide a minimum of ledges on which dust may lodge.

(c) The bulk sulphur in the enclosures shall be handled in such a manner as to minimize the formation of dust clouds and no flame, smoking and matches or other sources of ignition shall be employed during handling and non-sparking tools shall be used whenever sulphur is shovelled or otherwise removed by hand.

(d) No repairs involving flames, heat or use of hand or power tools shall be made in the enclosure where bulk sulphur is stored.

**17. Liquid sulphur.**— Open flames, electric sparks and other sources of ignition, including smoking and matches, shall be excluded from the vicinity of molten sulphur.

**18. Training and supervision.**— (a) All electric furnaces and all plants in which carbon disulphide is condensed, refined or stored shall be under adequate supervision at all times while the furnace and plant are in operation.

(b) Employees in-charge of operation and maintenance of electric furnaces and the plants shall be properly qualified and adequately trained.

**19. Washing facilities.**— The occupier shall provide and maintain in a clean state and in good repair, for the use of all persons employed, wash place under cover with at least one tap or stand-pipe, having a constant supply of clean water for every five such persons, the taps or stand-pipes being spaced not less than 120 centimeters apart with a sufficient supply of soap and clean towels, provided that towels

shall be supplied individually to each employee if so, ordered by the Inspector-*cum*-Facilitator. All the employees employed in the sulphur storage, handling and melting operations shall be provided with a nail brush.

**20. Personal protective equipment.**— (a) Suitable goggles and protective clothing consisting of overalls without pockets, gloves and foot-wear shall be provided for the use of operations-

- (i) when operating valves or cocks controlling fluids, *etc.*,
- (ii) drawing off molten sulphur from sulphur pots, and
- (iii) suitable respiratory protective equipment shall be provided and stored in the appropriate place for use during abnormal conditions or in an emergency.

(b) Suitable respiratory protective equipment shall be provided and stored in the appropriate place for use during abnormal conditions or in an emergency

(c) Arrangements shall be made for the proper and efficient cleaning of all such protective equipment.

**21. Cloak-rooms.**— There shall be provided and maintained for the use of all persons employed in the processes a suitable cloak room for clothing put off during work hours and a suitable place separate from the cloak room for the storage of overalls or working cloths. The accommodation so provided shall be placed in the charge of a responsible person and shall be kept clean.

**22. Unauthorised persons.**— Only maintenance and repair personnel, persons directly connected with the plant operation and those accompanied by authorized persons shall be admitted into the plant.

#### SCHEDULE-B-XXIII

##### MANIPULATION OF STONE OR ANY OTHER MATERIAL CONTAINING FREE SILICA

**1. Application.**— The following Manufacturing Process shall be considered as Manipulation of Stone or other material containing free Silica:

1. Stone Crushers
2. Gem and Jewellery

3. Slate Pencil Making
4. Agate Industry
5. Cement Industry
6. Pottery
7. Glass Manufacturing

**2. Definition.—** For the purpose of this schedule-

(a) “Manipulation” means, crushing, breaking, chipping, dressing, grinding, sieving, mixing, grading or handling of stone or any other material containing free silica or any other operation involving such stone or material.

(b) “Stone or any other material containing free silica” means, a stone or any other solid material containing not less than 5% by weight of free silica.

**3. Preventive Control Measures.—** No manipulation shall be carried out in a factory or part of a factory unless the following preventive control measures are adopted, namely -

**3 (I) Engineering Control Measures:**

*(1) Wet Methods:*

- (a) Airborne Silica Dust should be minimized or suppressed by applying water to the process or clean up;
- (b) Water should be provided for drilling or sawing of concrete or masonry;

*(2) Ventilation:*

- (a) An effective Local exhaust system should be provided and maintained to control/remove silica dust from industrial processes.
- (b) Dilution/Ventilation may be used to reduce free silica dust concentration to below the permissible limits in large areas.

- (c) Dust collectors/High Efficiency Particle Air Filter(HEPA) should be set up so that dust shall be removed from the source and all transfer points to prevent contaminating work areas.
- (d) Ventilation systems should be kept in good working conditions.

*(3) Isolation:*

- (a) Containment methods should be used while carrying out sand blasting.
- (b) Cabins of vehicles or machinery cutting and drilling that might contain free silica should be enclosed and sealed.

*(4) Dust Control:*

- (a) Vacuum System with High Efficiency Particle Air (HEPA) filter shall be used to remove dust from work areas and at all transfer points.
- (b) The belt conveyors transferring crushed material shall be totally enclosed throughout its length.

Provided that such control measures as abovesaid are not necessary if, the process or operation itself is such that the level of dust created and prevailing does not exceed the permissible limit of exposure specified in rule 65.

**3(II) Medical Control Measures:** (1) The occupier of every factory in which an employee employed in the processes specified in paragraph 1, shall ensure that every employee employed be examined by a Medical Officer within 15 days of his first employment. Such medical examination shall include pulmonary function test and chest X Ray-Posterior Anterior (PA) view to be compared with standard International Labour Organisation (ILO) Radiographs on Pneumoconiosis. No employee shall be allowed to work after 15 days of his first employment in the factory unless certified fit for such employment by the Medical Officer.

(2) Every employee employed in the said processes shall be reexamined by a Medical Officer at least once in every twelve months. Such reexamination shall, wherever, the Medical Officer



considers appropriate, include all the tests as specified in sub-paragraph (1) except chest X-ray which shall be read by a radiologist specialized/trained in the field of leading International Labour Organisation (ILO) Radiographs on Pneumoconiosis and the chest x-ray which shall be carried out at least once in 3 years.

(3) Every employee employed in any of the aforesaid processes on the date on which the schedule comes into force shall be radiological examined by the qualified Radiologist at the cost of the occupier using a standard size X-ray plates and the power of the X-ray machine shall be more than 300 milli Ampere (mA). The report of such X-ray shall be submitted to the Medical Officer within three months of the said date.

(4) The Medical Officer after examining an employee shall issue a certificate of fitness in Form-XXIV. The record of reexaminations carried out shall be entered in the certificate and the certificate shall be kept in the custody of the occupier of the factory. The record of each examination carried out under sub-paragraphs (1) and (2) including the nature and results of the tests shall also be entered by the Medical Officer in a health register in Form-XXV. The certificate of fitness and the health register shall be kept readily available for inspection by the Inspector-cum-Facilitator.

(5) If, at any time the medical officer is of the opinion that an employee is no longer fit for employment in the said process on the ground that continuance therein would involve special danger to the health of the employee, he shall make a record of his findings in the said Certificate and the health register. The entry of his findings in these documents should also include the period for which he considers that the said person is unfit for work in the said processes. The person so suspended from the process shall be provided with alternate placement facilities unless he fully is incapacitated in the opinion of the medical officer, in which case, the person affected shall be suitably rehabilitated.

(6) No person who has been found unfit to work as said in sub-paragraph (5) above shall be reemployed or permitted to work in the said processes unless the Medical Officer, after further examination, again certifies him fit for employment in those processes.

(7) If, an employee already in employment and declared unfit by the Medical Officer shall not be allowed to work on any of the processes specified in paragraph 1, unless he has been examined again along with standard size chest X-ray plate from a qualified Radiologist, at the cost of the occupier and has been certified to be fit to work on the said processes again.

(8) For the purpose of medical supervision by the medical practitioner so appointed by the occupier shall be provided for his exclusive use a room in the factory premises which shall be properly cleaned, adequately lighted ventilated and furnished with a screen, a table with office stationery, chairs and other facilities and other instruments including X-ray arrangements for such examinations and such other equipments as may be prescribed by the Chief Inspector-*cum*-Facilitator for time to time. The Medical Practitioner so appointed shall perform the following duties.

- (a) maintain health register in FORM XXV;
- (b) undertake medical supervision of persons employed in the factory;
- (c) look after health, education and rehabilitation of sick, injured or affected employees;
- (d) carry out inspection of work rooms where dangerous operations are carried out and advise the management of the measures to be adopted for the protection of health of the employees employed therein.

(9) The Health Records of the employees exposed to silicosis, shall be kept up to a minimum period of 40 years from the beginning of the employment or 15 years after retirement or cessation of the employment, whichever is later and shall be accessible to employees concerned or their representatives.

(9) The record of medical examinations and appropriate tests carried out by the said Medical Practitioner, shall be maintained in FORM XXV, which shall be kept readily available for inspection by the Inspector-*cum*-Facilitator and produce on demand.

**3 (III) Administrative Control Measures-**

(1) *Work place/Environment Monitoring:* The occupier to ensure work place/environment monitoring to be performed to determine magnitude of exposure/concentration to evaluate engineering controls, selecting respiratory protection, work practices and the need for medical surveillance.

- (a) Exposure/Concentration measurements should be made in the employee's actual breathing zone.
- (b) Total sampling time shall be at least 7 hours.
- (c) Work place/Environment Monitoring shall be repeated quarterly.
- (d) The report of dust sampling by occupier shall be made available to the public.

(2) *Training/Awareness:* Employees shall be trained in the following:-

- (a) Health effects of free silica dust exposure.
- (b) Operations and material that produce free silica dust hazards.
- (c) Engineering controls and work practice controls that reduce dust concentration.
- (d) The importance of good housekeeping and cleanliness.
- (e) Proper use of personal protective equipment such as respirators, etc.
- (f) Personal hygiene practices to reduce exposure.

(3) *Housekeeping-Maintenance of floors:*

- (a) All floors or places where fine dust is likely to settle on and whereon, any person has to work or pass shall be of impervious material and maintained in such condition that they can be thoroughly cleaned by a moist method or any other method which would prevent dust being airborne in the process of cleaning once at least during each shift.

(b) For this purpose, Dry sweeping shall be used for clean-up of dust or wet methods or vacuum system with a High Efficiency Particle Air (HEPA) filter shall be used.

(c) Dust on overhead ledges and equipment should be removed before it becomes air borne due to vibration, traffic and random air current.

*(4) Change room and washing facilities:*

(a) Washing and bathing facilities shall be conveniently located at a place easily accessible to the employees.

(b) Cloak room with individual lockers shall be provided for employees to store uncontaminated clothing.

(c) Employees shall take bath and change the work clothes before they leave the work site.

(d) Work clothes shall not be cleaned by blowing or shaking.

(e) Eating/Lunch areas shall be located away from exposed areas.

*(5) Display of Notices:*

(a) Warning signs/Posters shall be displayed conspicuously in a prominent place.

(b) The warning signs/poster shall contain the Hazards and precautions to be taken.

(c) The display of notice shall be in the local language and also in the language understood by the majority of the employees.

*(6) Personal Protective Equipment:*

The occupier of the every factory to which this Schedule apply shall provide the following Personal Protective Equipments (PPE) as per relevant National Standards and as applicable to a given work place.

(a) Dust respirator.

(b) High Efficiency Particle Air (HEPA) filter respirator or fume respirator.

- (c) High Efficiency Particle Air (HEPA) filter respirator with full face piece.
- (d) Self-Contained Breathing Apparatus (SCBA)
- (e) Supplied air respirator with a full-face piece, helmet or hood.
- (f) Self-Contained Breathing Apparatus (SCBA) with full face piece.
- (g) Powered air purifying respirator with a High Efficiency Particle Air (HEPA) filter.

**4. Prohibition relating pregnant women.**— No pregnant women shall be employed or permitted to work in any of the operations involving manipulation or at any place where such operations are carried out.

**5. Exemptions.**— (1) If, in respect of any factory, the Chief Inspector-cum-Facilitator is satisfied that owing to the exceptional circumstances or in frequency of the processes or for any other reason, all or any of the provisions of this Schedule is not necessary for protection of the employees in the factory, the Chief Inspector-cum-Facilitator may by a certificate in writing, which he may in his discretion revoke at any time, exempt such factory from all or any of such provisions subject to such conditions, if any, as he may specify therein.

(2) The notification of Silicosis and Free Silica related occupational diseases by Medical Practitioner/Medical Officers should be strictly enforced and in case of any violation, the Medical Practitioner/Medical Officer shall be liable to be prosecuted under the Code.

#### SCHEDULE-B-XXIV

### HIGHLY FLAMMABLE LIQUIDS AND FLAMMABLE COMPRESSED GASES

**1. Application.**— These rules will be applicable to all factories where highly flammable liquids or flammable compressed gases are manufactured, stored, handled or used.

**2. Definition.**— For the purpose of this Schedule -

(a) “highly flammable liquid” means, any liquid including its solution, emulsion or suspension which when tested in a manner specified by sections 14 and 15 of the Petroleum Act, 1934 (30 of 1934), gives off flammable vapours at a temperature less than 32 degrees centigrade;

(b) "flammable compressed gas" means, flammable compressed gas as defined in section 2 of the Static and Mobile Pressure Vessels (Unfired) Rules, 1981 framed under the Explosives Act, 1884.

**3. Storage.—** (1) Every flammable liquid or flammable compressed gas used in every factory shall be stored in suitable fixed storage tank, or in suitable closed vessel located in a safe position under the ground, in the open or in a store room of adequate fire-resistant construction.

(2) Except as necessary for use, operation or maintenance every vessel or tank which contains or had contained a highly flammable liquid or flammable compressed gas shall be always kept closed and all reasonably practicable steps shall be taken to contain or immediately drain off to a suitable container any spill or leak that may occur.

(3) Every container, vessel, tank, cylinder, or store room used for storing highly flammable liquid or flammable compressed gas shall be clearly and in bold letters marked "Danger-Highly Flammable Liquid" or "Danger Flammable Compressed Gas".

**4. Enclosed systems for conveying highly flammable liquids.—** Wherever it is reasonably practicable, highly flammable liquids shall be conveyed within a factory in totally enclosed systems consisting of pipe lines, pumps and similar appliances from the storage tank or vessel to the point of use. Such enclosed systems shall be so designed, installed, operated and maintained as to avoid leakage or the risk of spilling.

**5. Preventing formation of flammable mixture with air.—** Wherever there is a possibility for leakage or spill of highly flammable compressed gas from an equipment, pipe line, valve, joint or other part of a system, all practicable measures shall be taken to contain drain off or dilute such spills or leakage as to prevent formation of flammable mixture with air.

**6. Prevention of ignition.—** In every room, work place or other location where highly flammable liquid or flammable combustible gas is stored, conveyed, handled or used or where there is danger of fire or explosion from accumulation of highly flammable liquid or flammable compressed gas in air, all practicable measures shall be taken to exclude the sources of ignition. Such precautions shall include the following:-

(a) all electrical apparatus shall either be excluded from the area of risk or they shall be of such construction and so installed and maintained as to prevent the danger of their being a source of ignition;

(b) effective measures shall be adopted for prevention of accumulation of static charges to a dangerous extent;

(c) no person shall wear or be allowed to wear any foot wear having iron or steel nails or any other exposed ferrous materials which is likely to cause sparks by friction;

(d) smoking, lighting or carrying of matches, lighters or smoking materials shall be prohibited;

(e) transmission belts with iron fasteners shall not be used; and

(f) all other precautions, as are reasonably practicable, shall be taken to prevent initiation of ignition from all other possible sources such as open flames, frictional sparks, overheated surfaces of machinery or plant, chemical or physical chemical reaction and radiant heat

**7. Prohibition of smoking.**— No person shall smoke in any place where highly flammable liquid or flammable compressed gas is present in circumstances that smoking would give rise to a risk of fire. The occupier shall take all practicable measures to ensure compliance with the requirement including display of bold notice indicating prohibition of smoking at every place where this requirement applies.

**8. Fire-fighting.**— In every factory where highly flammable liquid or flammable compressed gas is manufactured, stored, handled or used appropriate and adequate means of fighting a fire shall be provided. The adequacy and suitability of such means which expression includes the fixed and portable fire extinguishing systems, extinguishing materials, procedures and the process of firefighting, shall be to the standards and levels prescribed by the Indian Standards applicable, and in any case not inferior to standards under this code.

**9. Exemption.**— If, in respect of any factory, the Chief Inspector-*cum*-Facilitator is satisfied that owing to the exceptional circumstances or infrequency of the processes or for any other reason, all or any of the provisions of this Schedule is not necessary for protection of the employees in the factory, the Chief Inspector-*cum*-Facilitator may by a certificate in writing, which he may at his discretion revoke at any time, exempt such factory from all or any of such provisions subject to such conditions, if any, as he may specify therein.

## SCHEDULE-B-XXV

**MANUFACTURE OR MANIPULATION OF DANGEROUS  
PESTICIDES**

**1. Application.**— This Schedule shall apply in respect of all factories or any part thereof in which the process of manufacture or manipulation of dangerous pesticide hereinafter referred to as the said manufacturing process is carried on.

**2. Definitions.**— For the purpose of this Schedule-

(a) “dangerous pesticides” means, any product proposed or used for controlling, destroying or repelling any pest or for preventing growth or mitigating effects of such growth including any of its formulations which is considered toxic under and is covered by the Insecticides Act, 1968 and the rules made thereunder and any other product, as may be notified from time to time by the State Government;

(b) “manipulation” includes mixing, blending, formulating, filling, emptying, packing or otherwise handling;

(c) “efficient exhaust draught” means, localized mechanical ventilation for removal of smoke, gas vapour, dust, fume or mist so as to prevent them from escaping into the air of any workroom in which work is carried on. No exhaust draught shall be considered efficient if, it fails to remove smoke generated at the point where such gas, fume, dust, vapour or mist originates from the process;

(d) “first employment” shall mean, first employment in any manufacturing process to which this Schedule applies and shall also include reemployment in the said manufacturing process following any cessation of employment for a continuous period exceeding three calendar months.

**3. Instructions to employees.**— Every employee on his first employment shall be fully instructed on the properties including dangerous properties of the chemicals handled in the said manufacturing process and the hazards involved. The employees shall also be instructed in the measures to be taken to deal with any emergency. Such instructions shall be repeated periodically.



**4. Cautionary notice and placards.**— Cautionary notice and placards in the Form specified in Appendix to the Schedule and printed in the language of the majority of the employees shall be displayed in all work places in which the said manufacturing process is carried on so that they can be easily and conveniently read by the employees. Arrangements shall be made by the occupier and the occupier of the factory to periodically instruct the employees regarding the health hazards arising in the said manufacturing process and methods of protection. Such notices shall include brief instructions regarding the periodical clinical tests required to be undertaken for protecting health of the employees.

**5. Prohibition relating to employment of women.**— No woman shall be employed or permitted to work in any room in which the said manufacturing process is carried on or in any room in which dangerous pesticide is stored.

**6. Food, drinks and smoking prohibited.**— (1) No food, drink, tobacco, pan or supari shall be brought into or consumed by any employee in any workroom in which the said manufacturing process is carried out.

(2) Smoking shall be prohibited in any workroom in which the said manufacturing process is carried out.

**7. Protective clothing and protective equipment.**— (1) Protective clothing consisting of long pants and shirts or overalls with long sleeves and head coverings shall be provided for all employees employed in the said manufacturing process.

(2) (a) Protective equipment consisting of rubber gloves, gum boots, rubber aprons, chemical safety goggles and respirators shall be provided for all employees employed in the said manufacturing process.

(b) Gloves, boots, aprons shall be made from synthetic rubber where a pesticide contains oil.

(3) Protective clothing and equipment shall be worn by the employees supplied with such clothing and equipment.

(4) Protective clothing and equipment shall be washed daily from inside and outside if, the employees handle pesticides containing nicotine or phosphorous and shall be washed frequently if, handling other pesticides.

(5) Protective clothing and equipment shall be maintained in good repair.

**8. Floors and work-benches.—** (1) Floors in every workroom where dangerous pesticides are manipulated shall be of cement or other impervious material giving a smooth surface.

(2) Floors shall be maintained in good repair, provided with adequate slope leading to a drain and thoroughly washed once a day with hose pipe.

(3) Work benches where dangerous pesticides are manipulated shall be made of smooth, non-absorbing material preferably stainless steel and shall be cleaned at least once daily.

**9. Spillage and waste.—** (1) If, a dangerous pesticide during its manipulation splashes or spills on the work-bench, floor or on the protective clothing worn by an employee, immediate action shall be taken for through decontamination of such areas or articles.

(2) Cloth, rags, paper or other material soaked or soiled with a dangerous pesticide shall be deposited in a suitable receptacle with tight fitting cover. Contaminated waste shall be destroyed by burning at least once a week.

(3) Suitable deactivating agents, where available, shall be kept in a readily accessible place for use while attending to a spillage.

(4) Easy means of access shall be provided to all parts of the plant for cleaning maintenance and repairs.

**10. Empty containers used for dangerous pesticides.—** Containers used for dangerous pesticides shall be thoroughly cleaned of their contents and treated with an inactivating agent before being discarded or destroyed.

**11. Manual handling.—** (1) A dangerous pesticide shall not be required or allowed to be manipulated by hand except by means of long handled scoop.

(2) Direct contact of any part of the body with a dangerous pesticide during its manipulation shall be avoided.

**12. Ventilation.—** (1) In every workroom or area where a dangerous pesticide is manipulated, adequate ventilation shall be provided at all times by the circulation of fresh air.

(2) Unless the process is completely enclosed, the following operations during manipulation of a dangerous pesticide shall not be undertaken without an efficient exhaust draught-

- (a) emptying a container holding a dangerous pesticide;
- (b) blending a dangerous pesticide;
- (c) preparing a liquid or powder formulation containing a dangerous pesticide; and
- (d) changing or filling a dangerous pesticide into a container, tank, hopper or machine or small sized containers.

(3) In the event of a failure of the exhaust draught provided on the above operation, the said operations shall be stopped forthwith.

**13. Time allowed for washing.**— (1) Before each meal and before the end of the day's work at least ten minutes in addition to the regular rest interval shall be allowed for washing to each employee engaged in the manipulation of dangerous pesticide.

(2) Every employee engaged in the manipulation of dangerous pesticides shall have a thorough wash before consuming any food and also at the end of the day's work.

**14. Washing and bathing facilities.**— (1) There shall be provided and maintained in a clean state and in good repair for the use of all employees employed in the factory where the said manufacturing process is carried on, adequate washing and bathing places having a constant supply of water under cover at the rate of one such place for every 5 persons employed.

(2) The washing places shall have standpipe placed at intervals of not less than one metre.

(3) Not less than one half of the total number of washing places shall be provided with bathrooms.

(4) Sufficient supply of clean towels made of suitable material shall be provided:

Provided that such towels shall be supplied individually for each employee if so, ordered by the Inspector-**cum**-Facilitator.

(5) Sufficient supply of soap and nail brushes shall be provided.

**15. Cloak-room.**— There shall be provided and maintained for the use of all employees employed in the factory where the said manufacturing process is carried on-

(a) a cloak-room for clothing put off during working hours with adequate arrangements for drying clothing, if wet; and

(b) separate and suitable arrangements for the storage of protective clothing provided under paragraph 7.

**16. Mess-room.**— (1) There shall be provided and maintained for the use of all employees employed in the factory in which the said manufacturing process is carried on and remaining on the premises during the rest intervals, a suitable mess-room which shall be furnished with,-

(a) sufficient tables and benches with back rest, and

(b) adequate means for warming food.

(2) The mess-room shall be placed under the charge of a responsible person and shall be kept clean.

**17. Manipulation not to be undertaken.**— Manufacture or manipulation of a pesticide shall not be undertaken in any factory unless a certificate regarding its dangerous nature or otherwise is obtained from the Chief Inspector-*cum*-Facilitator.

**18. Medical facilities and records of examinations and tests.**—

(1) The occupier of every factory to which the schedule applies shall,-

(a) appoint a qualified medical practitioner for frequent medical examination of the employees employed therein whose employment shall be subject to the approval of Chief Inspector-*cum*-Facilitator; and

(b) provide to the said medical practitioner all the necessary facilities for the purpose referred to in clause (a).

(2) The record of medical examinations and appropriate tests carried out by the said medical practitioner shall be maintained in a separate register approved by the Chief Inspector-*cum*-Facilitator, which shall be kept readily available for inspection by the Inspector-*cum*-Facilitator.

**19. Medical examination by Medical Officer.—** (1) Every employee employed in the processes mentioned in paragraph 1, shall be examined by the Medical Officer within 15 days of his first employment. Such examination in respect of halogenated pesticides shall include tests for determination of the chemical in blood and in fat tissues, EEG abnormalities and memory tests. In respect of organo-phosphorous compounds, such examinations shall include test for depression of cholinesterase in plasma and red blood cells. No employee shall be allowed to work after 15 days of his first employment in the factory unless certified fit for such employment by the Medical Officer.

(2) Every employee employed in the said processes shall be reexamined by a Medical Officer at least once in every six calendar months. Such examinations shall, wherever, the Medical Officer considers appropriate, include the tests specified in sub-paragraph (1). Further every employee employed in the said process shall also be examined once in every three months by the Factory Medical Practitioner.

(3) The Medical Officer after examining an employee, shall issue a certificate of fitness in Form XXIV. The record of examination and reexamination carried out shall be entered in the custody of the occupier of the factory. The record of each examination carried out under sub-paragraphs (1) and (2), including the nature and the results of these tests, shall also be entered by the Medical Officer in a health register in Form XXV.

(4) The certificate of fitness and the health register shall be kept readily available for inspection by the Inspector-*cum*-Facilitator.

(5) If, at any time the Medical Officer is of the opinion that an employee is no longer fit for employment in the said processes on the ground that continuance therein would involve special danger to the health of the employee, he shall make a record of his findings in the said certificate and the health register. The entry of his findings in those documents should also include the period for which he considers that the said person is unfit to work in the said processes.

(6) No person who has been found unfit to work as said in sub-paragraph (5) shall be re-employed or permitted to work in the said processes unless the Medical Officer, after further examination, again certifies him for employment in those processes.

**APPENDIX**

(See paragraph 4)

**CAUTIONARY NOTICE****INSECTICIDES AND PESTICIDES**

1. Chemicals handled in this plant are poisonous substances.
2. Smoking, eating food or drinking, chewing tobacco in this area is prohibited. No food stuff or drink shall be brought in this area.
3. Some of these chemicals may be absorbed through skin and may cause poisoning.
4. A good wash shall be taken before meals.
5. A good bath shall be taken at the end of this shift.
6. Protective clothing and equipment supplied shall be used while working in this area.
7. Containers of pesticides shall not be used for keeping food stuffs.
8. Spillage of the chemicals on any part of the body or on the floor or work-bench shall be immediately washed away with water.
9. Clothing contaminated due to splashing shall be removed immediately.
10. Scrupulous cleanliness shall be maintained in this area.
10. Do not handle pesticides with bare hands, use scoops provided with handle.
12. In case of sickness like nausea, vomiting, giddiness, the manager should be informed who will make necessary arrangements for treatment.
13. All workers shall report for the prescribed medical tests regularly to protect their own health.

## SCHEDULE-B-XXVI

## OPERATION IN FOUNDRIES

**1. Applications.—** Provisions of this schedule shall apply to all parts of factories where any of the following operations or processes are carried on-

(a) the production of iron castings or, as the case may be, steel castings by casting in moulds made of sand, loam, moulding composition or other mixture of materials, or by shell moulding, or by centrifugal casting and any process incidental to such production;

(b) the production of non-ferrous castings by casting metal in moulds made of sand, loam, metal, moulding composition or other material of mixture or materials, or by shell mouldings, die-casting (including pressure die-casting), centrifugal casting or continuous casting and any process incidental to such production; and

(c) the melting and casting of non-ferrous metal for the production of ingots, billets, slabs or other similar products, and the stripping thereof; but, shall not apply with respect to-

(a) any process with respect to the smelting and manufacture of lead and the electric accumulators;

(b) any process for the purposes of a printing works; or

(c) any smelting process in which metal is obtained by a reducing operation or any process incidental to such operation;

(d) the production of steel in the form of ingots; or

(e) any process in the course of the manufacture of solder or any process incidental to such manufacture; or

(f) the melting and casting of lead or any lead-based alloy for the production of ingots, billets, slabs or other similar products or the stripping thereof, or any process incidental to such melting, casting or stripping.

**2. Definition.—** (1) For the purpose of this Schedule-

(a) “approved respirator” mean, a respirator of a type approved by the Chief Inspector-*cum*-Facilitator;

(b) “cupola or furnace” includes a receiver associated therewith;

(c) “dressing or fettling operations” includes stripping and other removal of adherent sand cores, runners, risers, flash and other surplus metal from a casting and the production of reasonably cleaned and smooth surface, but, does not include (a) the removal of metal from a casting when performed incidentally in connection with the machining or assembling of castings after they have been dressed or fettled, or (b) any operation which is a knock-out operation within the meaning of this Schedule;

(d) “foundry” means, those parts of a factory in which the production of iron or steel or non-ferrous castings (not being the production of pig iron or the production of steel in the form of ingots) is carried on by casting in moulds made of sand, loam, moulding composition or other mixture of materials or by shell moulding or by centrifugal casting in metal moulds lined with sand, or die-casting including pressure die-castings, together with any part of factory in which any of the following processes are carried on as incidental processes in connection with and in the course of, such production, namely, the preparation and mixing of materials used in foundry process, the preparation moulds and cores, knock-out operations and dressing or fettling operations;

(e) “knock-out operation” means, all methods of removing castings from moulds and the following operations, when done in connection there with, namely stripping, coring-out and the removal of runners and risers;

(f) “pouring aisle” means, an aisle leading from a main gangway or directly from a cupola or furnace to where metal is poured into moulds.

### **3. Prohibition of use of certain materials as parting materials.—**

(1) A material shall not be used as a parting material if, it is a material containing compounds of silicon calculated as silica to the extent more than 5% by weight of the dry material:

Provided that this prohibition shall not prevent the following being used as a parting material if, the material does not contain an admixture of any other silica;

(a) Zirconium silicate (zircon)

(b) Calcined china clay



- (c) Calcined aluminous fireclay
- (d) Sillimanite
- (e) Calcined or fused alumina
- (f) Olivine
- (g) Natural sand

(2) Dust or other matter deposited from a fettling or blasting process shall not be used as a parting material or as a constituent in a parting material.

**4. Arrangement and storage.**— For the purposes of promoting safety and cleanliness in workrooms, the following requirements shall be observed:-

(a) Moulding boxes, loam plates, ladles, patterns, pattern plates, frames, boards, box weights, and other heavy articles shall be so arranged and placed as to enable work to be carried on without unnecessary risk;

(b) Suitable and conveniently accessible racks, bins or other receptacles shall be provided and used for the storage of other gear and tools;

(c) Where, there is bulk storage of sand, fuel, metal scrap or other materials or residues, suitable bins, bunkers or other receptacles shall be provided for the purpose of such storage.

**5. Construction of floors.**— (1) Floors of indoor workplaces in which the process are carried on, other than parts which are of sand, shall have an even surface of hard material.

(2) No part of the floor of any such indoor workplace shall be of sand except where there is necessary by reason of the work done.

(3) All parts of the surface of the floor of any such indoor workplace which are of a sand shall, so far as practicable, be maintained in an even and firm condition.

**6. Cleanliness of indoor workplaces.**— (1) All accessible parts of the walls of every indoor workplace in which the processes are carried on and of everything affixed to those walls shall be effectively cleaned by a suitable method to a height of not less than 4.2 metres from the

floor at least once in every period of fourteen months. A record of the carrying out of every such effective cleaning in pursuance of this paragraph including the date (which shall be not less than five months nor more than nine months after the last immediately preceding washing, cleaning or other treatment).

(2) Effective cleaning by a suitable method shall be carried out at least once every working day of all accessible parts of the floor of every indoor work place in which the processes are carried on, other than parts which are of sand shall be kept in good order.

**7. Manual operations involving molten metal.—** (1) There shall be provided and properly maintained for all persons employed on manual operations involving molten metal with which they are liable to be splashed, a working space for that operation-

- (a) which is adequate for the safe performance of the work; and
- (b) which, so far as reasonably practicable, is kept free from obstruction.

(2) Any operation involving the carrying by hand of a container holding molten metal shall be performed on a floor all parts of which were any person walks while engaged in the operation shall be on the same level:

Provided that, where necessary to enable the operation to be performed without undue risk, nothing in this paragraph shall prevent the occasional or exceptional use of a working space on a different level from the floor, being a space provided with a safe means of access from the floor for any person while engaged in the operation.

**8. Gangways and pouring aisles.—** (1) In every workroom to which this paragraph applies constructed, reconstructed or converted for use as such after the making of this Schedule and, so far as reasonably practicable, in every other workroom to which this paragraph applies, sufficient and clearly defined main gangways shall be provided and properly maintained which-

- (a) shall have an even surface of hard material and shall, in particular, not be of sand or have on them more sand than is necessary to avoid risk of flying metal from accidental spillage;

- (b) shall be kept, so far as reasonably practicable, free from obstruction;
- (c) if, not used for carrying molten metal, shall be at least 920 millimetres in width;
- (d) if, used for carrying molten metal shall be-
  - (i) where, truck ladles are used exclusively, at least 600 millimetres wider than the overall width than the overall width of the ladle;
  - (ii) where, hand shanks are carried by not more than two men, at least 920 millimetres in width;
  - (iii) where, hand shanks are carried by more than two men, at least 1.2 metres in width; and
  - (iv) where, used for simultaneous travel in both directions by men carrying hand shanks, at least 1.8 metres in width.

(2) In workroom to which this paragraph applies constructed, reconstructed or converted for use as such after the making of this Schedule, sufficient and clearly defined pouring aisles shall be provided and properly maintained which-

- (a) shall have an even surface of hard material and shall, in particular, not be of sand or have on them more sand than is necessary to avoid risk of flying metal from accidental spillage;
- (b) shall be kept so far as reasonably practicable free from obstruction;
- (c) if, molten metal is carried in hand ladles or bull ladles by not more than two men per ladle shall be at least 460 millimetres wide, but, where any moulds alongside the aisle and more than 510 millimeters above the floor of the aisle shall be not less than 600 millimetres wide;
- (d) if, molten metal is carried in hand ladles or bull ladles by more than two men per ladle, shall be at least 760 millimetres wide;
- (e) if, molten metal is carried in crane, trolley or truck ladles, shall be of a width adequate for the safe performance of the work.

(3) Requirements of sub-paragraphs (1) and (2) shall not apply to any workroom or part of a workroom if, by reason of the nature of the work done therein, the floor of that workroom or, as the case may be, that part of a workroom has to be of sand.

(4) In this paragraph “workroom to which this paragraph applies” means, a part of a ferrous or non-ferrous foundry in which molten metal is transported or used, and a workroom to which this paragraph applies shall be deemed for the purposes of this paragraph to have been constructed, reconstructed or converted for use as such after the making of this Schedule if the construction, reconstruction or conversion thereof was begun after the making of this Schedule.

**9. Work near cupolas and furnaces.**— No person shall carry out any work within a distance of 4 metres from a vertical line passing through the delivery end of any spout of a cupola or furnace, being a spout used for delivering molten metal, or within a distance of 2.4 metres from a vertical line passing through the nearest part of any ladle which is in position at the end of such a spout, except in either case, where it is necessary for the proper use or maintenance of a cupola or furnace that work should be carried out within that distance or that work is being carried out at such a time and under such conditions that there is no danger to the person carrying it out from molten metal which is being obtained from the cupola or furnace or is in a ladle in position at the end of the spout.

**10. Dust and fumes.**— (1) Open coal coke or wood fires shall not be used for heating or drying ladles inside a workroom unless adequate measures are taken to prevent, so far as practicable, fumes or other impurities from entering into or remaining in the atmosphere of the workroom.

(2) No open coal, coke or wood fires shall be used for drying moulds except in circumstances in which the use of such fires is unavoidable.

(3) Mould stoves, core stoves and annealing furnaces shall be so designed constructed, maintained and worked as to prevent, so far as practicable, offensive or injurious fumes from entering into any workroom during any period when a person is employed therein.

- (4) All knock-out operations shall be carried out-
  - (a) In a separate part of the foundry suitably partitioned off, being a room or part in which, so far as reasonably practicable, effective and suitable local exhaust ventilation are provided; or
  - (b) In an area of the foundry in which so far as reasonably practicable, effective and suitable local exhaust ventilation is provided or where compliance with this requirement is not reasonably practicable a high standard of general ventilation is provided.
- (5) All dressing or fettling operations shall be carried out-
  - (a) in a separate room or separate part of the foundry suitably partitioned off; or
  - (b) in an area of the foundry set apart for the purpose; and shall, so far as reasonably practicable, be carried out with effective and suitable local exhaust ventilation or other equally effective means of suppressing dust, operating as near as possible to the point of origin of the dust.

**11. Maintenance and examination of exhaust plant.—** (1) All ventilation plant used for the purpose of extracting, suppressing or controlling dust or fumes shall be properly maintained.

(2) All ventilating plant used for the purpose of extracting, suppressing or controlling dust or fumes shall be examined and inspected once every week by a responsible person. It shall be thoroughly examined and tested by a competent person at least once in every period of twelve months and particulars of the results of every such examination and test shall be entered in an approved register which shall be available for inspection by an Inspector-*cum*-Facilitator. Any defect found on any such examination and test shall be immediately reported in writing by the person carrying out the examination and test to the occupier of the factory.

**12. Protective equipment.**— (1) The occupier shall provide and maintain suitable protective equipment specified for the protection of employees,-

- (a) suitable gloves or other protection for the hands for employees engaged in handling any hot material likely to cause damage to the hands by burn, scald or scar, or in handling pig iron, rough castings or other articles likely to cause damage to the hands by cut or abrasion;
- (b) approved respirators for employees carrying out any operations creating a heavy dust concentration which cannot be dispelled quickly and effectively by the existing ventilation arrangements.

(2) No respirator provided for the purposes of clause 1(b) has been worn by a person shall be worn by another person if, it has not since been thoroughly cleaned and disinfected.

(3) Persons who for any of their time-

- (a) work at a spout of or attend to, a cupola or furnace in such circumstances that material therefrom may come into contact with the body, being material at such a temperature that its contact with the body would cause a burn; or
- (b) are engaged in, or in assisting with, the pouring of molten metal; or
- (c) carry by hand or move by manual power any ladle or mould containing molten metal; or
- (d) are engaged knocking-out operations involving material at such a temperature that its contact with the body would cause a burn;

Shall be provided with suitable footwear and gaiters which worn by them prevent, so far as reasonably practicable, risk of burns to his feet and ankles.

(4) Where, appropriate, suitable screens shall be provided for protection against flying materials (including splashes of molten metal and sparks, and chips thrown off in the course of any process).

(5) The occupier shall provide and maintain suitable accommodation for the storage and make adequate arrangements for cleaning and maintaining of the protective equipment supplied in pursuance of this paragraph.

(6) Every person shall make full and proper use of the equipment provided for his protection in pursuance of sub-paragraph (1) and (4), and shall without delay report to the occupier or other appropriate person any defect in, or less of, the same.

**13. Washing and bathing facilities.—** (1) There shall be provided and mentioned in clean state and good repair for the use of all employees employed in the foundry-

(a) a wash place cover with either-

(i) a trough with impervious surface fitted with a waste pipe without plug and of sufficient length to allow at least 60 centimeters for every 10 such persons employed at any one time and having a constant supply of clean water from taps or jets above the trough at intervals of not more than 60 centimetres; or

(ii) at least one tap or stand pipe for every 10 such persons employed at any one time, and having a constant supply of clean water, the tap or stand pipe being spaced not less than 1.2 metres apart; and

(b) not less than one half of the total number of washing places provided under clause (a) shall be in the form of bathrooms.

(c) a sufficient supply of clean towels made of suitable material changed daily with sufficient supply of nail brushes and soap.

(2) The facilities provided for the purposes of subparagraph (1) shall be placed in charge of a responsible person or persons and maintained in a clean and orderly condition.

**14. Disposal of dross and skimming.**— Dross and skimming removed from molten metal or taken from a furnace shall be placed forthwith in suitable receptacles.

**15. Disposal of waste.**— Appropriate measures shall be taken for the disposal of all waste products from shell moulding (including waste burnt) and, as soon as reasonably practicable, after the castings have been knocked out.

**16. Material and equipment left out of doors.**— All material and equipment left out of doors (including material) and equipment so left only temporarily or occasionally shall be so arranged and placed as to avoid unnecessary risk. There shall be safe means of access to all such material and equipment and so far as reasonably practicable, such access shall be by roadways or pathways which shall be properly maintained. Such roadways or pathways shall have a firm and even surface and shall, so far reasonably practicable, be kept free from obstruction.

**17. Medical facilities and records of examinations and tests.**—

(1) The occupier of every factory to which the Schedule applies, shall-

- (a) employ a qualified medical practitioner for medical surveillance of the employees employed therein whose employment shall be subject to the approval of the Chief Inspector-cum-Facilitator; and
- (b) provide to the said medical practitioner all the necessary facilities for the purpose referred to in clause (a).

(2) The record of medical examinations and appropriate tests carried out by the said medical practitioner shall be maintained in FORM XXV which shall be kept readily available for inspection by the Inspector-cum-Facilitator.

**18. Medical examination by Medical Officer.**— (1) Every employee employed in a foundry shall be examined by a Medical Officer within 15 days of his first employment. Such medical examination shall include pulmonary function tests and chest X-ray. No employee shall be allowed to work after 15 days of his first employment in the factory unless certified fit for such employment by the Medical Officer.



(2) Every employee employed in the said processes shall be reexamined by a Medical Officer at least once in every twelve months. Such examination shall, wherever the Medical Officer considers appropriate, include all the tests as specified in sub-paragraph (1) except chest X-ray which will be once in three years.

(3) The Medical Officer after examining an employee, shall issue a certificate of fitness in Form XXIV. The record of examination and reexaminations carried out shall be entered in the certificate and the certificate shall be kept in the custody of the occupier of the factory. The record of each examination carried out under sub-paragraphs (1) and (2), including the nature and the results of the tests, shall also be entered by the Medical Officer in a health register in Form XXV.

(4) The certificate of fitness and the health register shall be kept readily available for inspection by the Inspector-*cum*-Facilitator.

(5) If, at any time the Medical Officer is of the opinion that an employee is no longer fit for employment in the said processes on the ground that continuance therein would involve special danger to the health of the employee, he shall make a record of his findings in the said certificate and the health register. The entry of his findings in those documents should also include the period for which he considers that the said person is unfit for work in the said processes. The person so suspended from the process shall be provided with alternate placement facilities unless he is fully incapacitated in the opinion of the Medical Officer, in which case the person affected shall be suitably rehabilitated.

(6) No person who has been found unfit to work as said in sub-paragraph (5) above shall be reemployed or permitted to work in the said processes unless the Medical Officer, after further examination, again certifies him fit for employment in those processes.

19. *Exemption.*- If, in respect of any factory, the Chief Inspector-*cum*-Facilitator is satisfied that the owing to the exceptional circumstances or infrequency of the processes or for any other reason, all or any of the provision of this Schedule is not necessary for protection of the employees in the factory, the Chief Inspector-*cum*-Facilitator may by a certificate in writing, which he may at his discretion revoke at any time, exempt such factory from all or any of such provisions subject to such conditions, if any, as he may specify therein.

## SCHEDULE-B-XXVII

**OPERATION INVOLVING HIGH NOISE AND  
VIBRATION LEVELS****PART-A HIGH NOISE LEVELS:**

**1. Application.**— This Schedule shall apply to all operations in any manufacturing process having high noise level.

**2. Definitions.**— For the purpose of this Schedule-

(a) “Noise” means, any unwanted sound.

(b) “High noise level” means, any noise level measured on the A- Weighted scale is 85 dB or above.

(c) “Decibel” means, one-tenth of “Bel” which is the fundamental division of a logarithmic scale used to express the ratio of two specified or implied quantities, the number of “Bels” denoting such a ratio being the logarithm to the base of 10 of this ratio. The noise level (or the sound pressure level) corresponds to a reference pressure of  $20 \times 10^{-6}$  Newtons per square meter or 0.0002 dynes per square centimetre which is the threshold of hearing, that is, the lowest sound pressure level necessary to produce the sensation of hearing in average healthy listeners. The decibel in abbreviated form is dB.

(d) “Frequency” is the rate of pressure variations expressed in cycles per second or hertz.

(e) “dBA” refers to sound level in decibels as measured on a sound level meter operating on the A-weighting network with slow meter response.

(f) “A-weighting” means, making graded adjustments in the intensities of sound of various frequencies for the purpose of noise measurement, so that the sound pressure level measured by an instrument reflects the actual response of the human ear to the sound measured.

**3. Protection against noise.**— (1) In every factory, suitable engineering control, or administrative measures shall be taken to ensure, so far as is reasonably practicable, that no employee is exposed to sound levels exceeding the maximum permissible noise exposure levels specified in Tables 1 and 2.

TABLE-1

**Permissible exposure in cases of continuous noise**

Total time of exposure (continuous or a number of short-term exposures) per day, in hours	Sound pressure level in dBA
8	85
6	87
4	90
3	92
2	95
1 ½	97
1	100
¾	102
½	105
¼	100

*Notes:* (1) No exposure in excess of 110 dBA is to be permitted.

(2) For any period of exposure falling in between figure and the next higher or lower figure as indicated in column 1, the permissible sound pressure level is to be determined by extrapolation on a proportionate basis.

TABLE 2

**Permissible exposure levels of impulsive or impact noise**

Peak sound pressure level in dB	Permitted number of impulses or impacts per day
140	100
135	315
130	1,000
125	3,160
120	10,000

*Notes:* (1) No exposure in excess of 140dB peak sound pressure level is permitted

(2) For any peak sound pressure level falling in between any figure and next higher or lower figure as indicated in column 1, the permitted number of impulses, impacts or per day is to be determined by extrapolation on a proportionate basis.

(2) For the purposes of this schedule, if, the variations in the noise level involve maxima at intervals of one second or less, the noise is to be considered as a continuous one and the criteria given in Table 1 would apply. In other cases, the noise is to be considered as impulsive or impact noise and the criteria given in Table 2 would apply.

(3) When the daily exposure is composed of two or more periods of noise exposure at different levels their combined effect should be considered, rather than the individual effect of each. The mixed exposure should be considered to exceed the limit value if, the sum of the fractions-

$$\frac{C_1}{T_1} + \frac{C_2}{T_2} + \dots + \frac{C_n}{T_n} \quad \text{exceeds unity}$$

Where, the C1, C2, *etc.*, indicate the total time of actual exposure at a specified noise level and T1, T2, *etc.*, denote the time of exposure permissible at that level. Noise exposure of less than 85 dBA may be ignored in the above calculation.

(4) Where, it is not possible to reduce the noise exposure to the levels specified in sub-rule (1) by reasonably practicable engineering control or administrative measures, the noise exposure shall be reduced to the greatest extent feasible by such control measures, and each employee so exposed shall be provided with suitable ear protectors as per relevant National or International Standards so as to reduce the exposure to noise to the levels specified in sub-rule (1).

(5) Where, the ear protectors provided in accordance with sub-paragraph (4) and worn by an employee can not still attenuate the noise reaching near his ear, as determined by subtracting the attenuation value in dBA of the ear protectors concerned from the measured sound pressure level, to a level permissible under Table 1 or Table 2 as the

case may be, the noise exposure period shall be suitably reduced to correspond to the permissible noise exposures specified in sub-paragraph (1).

(6) (a) In all cases where the prevailing sound levels exceed the permissible levels specified in sub-paragraph (1) there shall be administered an effective hearing conservation programme which shall include among other hearing conservation measures, pre-employment and periodical auditory surveys conducted on employees exposed to noise exceeding the permissible levels, and rehabilitation of such employees either by reducing the exposure to the noise levels or by transferring to the places where noise levels are relatively less or by any other suitable means.

(7) Every employee employed in areas where the noise exceeds the maximum permissible exposure levels specified in sub-rule (1) shall be subjected to an auditory examination by a Medical Officer within 14 days of his first employment and thereafter, shall be reexamined at least once in every 12 months. Such initial and periodical examinations shall include tests which the Medical Officer may consider appropriate, and shall include determination of auditory thresholds for pure tones of 125, 250, 500, 1,000, 2,000, 4,000 and 8,000 cycles per second.

#### PART-B HIGH VIBRATION LEVELS:

**1. Application.—** This part of the Schedule shall apply to all operations in a manufacturing part of the process having high undesired vibrations.

**2. Definition.—**

(a) “daily exposure” means, the quantity of mechanical vibration to which an employee is exposed during a working day, which takes account of the magnitude and duration of the vibration;

(b) “vibration” means, a mechanical phenomenon where by oscillations occur about equilibrium point. The oscillations may be periodic or random.

(c) “high vibration” means, any exposure greater than the exposure limit value and action value specified in clause-3.

(d) “exposure action value” means, the level of daily exposure set out in clause-3 for any employee which, if reached or exceeded, requires specified action to be taken to reduce risk;

(e) “exposure limit value” means, the level of daily exposure for any employee which must not be exceeded, as specified in sub clause-3

(f) “hand-arm vibration” means, mechanical vibration which is transmitted into the hands and arms during a work activity;

(g) “mechanical vibration” means, vibration occurring in a piece of machinery or equipment or in a vehicle as a result of its operation; and

(h) “whole-body vibration” means, mechanical vibration which is transmitted into the body, when seated or standing, through the supporting surface, during a work activity or as described in sub clause 3(2).

**3. (1) Exposure limit values and action values.—**

*(i) For hand-arm vibration-*

1. the daily exposure limit value is  $5 \text{ m/s}^2\text{A}(8)$ ;
2. the daily exposure action value is  $2.5 \text{ m/s}^2\text{A}(8)$ ,

and daily exposure shall be ascertained on the basis set out in the relevant National/International Standards specified in Table 1 below.

*(ii) For whole body vibration-*

1. the daily exposure limit value is  $1.15 \text{ m/s}^2\text{A}(8)$ ;
2. the daily exposure action value is  $0.5 \text{ m/s}^2\text{A}(8)$ ,

and daily exposure shall be ascertained on the basis set out in the relevant National/International Standards.

Table 1: The Threshold Limit Values (TLVs) for exposure of the hand to vibration in X, Y, or Z direction of axes in the three-dimensional system shall be as given below:

Total Daily Exposure Duration (hours)	Maximum value of frequency weighted acceleration ( $\text{m/s}^2$ ) in any direction
4 to less than 8 hours	4
2 to less than 4 hours	6
1 to less than 2 hours	8
less than 1 hour	12

(3)(2) Assessment of vibration exposure shall be made for each applicable direction (X, Y, Z) since vibration is a vector quantity (magnitude and direction). In each direction, the magnitude of the vibration during normal operation of the power tool, machine or work piece should be expressed by the root-mean-square (RMS) value of the frequency-weighted component acceleration, in units of meter per second squared ( $\text{m/s}^2$ )

**4. Assessment of risk to health due to vibration at the work place.—**

(a) An occupier who carries out work which is liable to expose any employee from vibration shall make a suitable and sufficient assessment of the risk created by that work to the health and safety of those and the risk assessment shall identify the control measures that need to be taken.

(b) The risk assessment should be reviewed whenever it is felt the changes in the process makes the earlier risk assessment no longer valid.

**5. Engineering control measures.—**

(1) The occupier shall ensure that risk from the exposure of employees to vibration is either eliminated at source or, where this is not reasonably practicable, reduced to as low a level as is reasonably practicable.

(2) Where, it is not reasonably practicable to eliminate risk at source pursuant to paragraph (a) and an exposure action value is likely to be reached or exceeded, the employer shall reduce exposure to as low a level as is reasonably practicable by establishing and implementing a programme of engineering control measures which are appropriate to this type of activity.

(3) The occupier shall ensure that the employees are provided with the following measures.

(a) work equipment of appropriate ergonomic design which, taking account of the work to be done, produces the least possible vibration;

(b) the provision of auxiliary equipment which reduces the risk of injuries caused by vibration; and install appropriate maintenance programmes for work equipment, the work place and work place systems;

(4) Subject to sub-clause 5, the employer shall ensure that his employees are not exposed to vibration above an exposure limit value; and shall take necessary to identify the reasons for the limit being exceeded and take appropriate steps to reduce the exposure to vibration to below limit value.

Provided that where the exposure of an employee to vibration is usually below, the exposure action value but varies markedly from time to time and may occasionally exceed the exposure limit value. Further, provided that— (a) any exposure to vibration averaged over one week is less than the exposure limit value and there is evidence to show that the risk from the actual pattern of exposure is less than the corresponding risk from constant exposure at the exposure limit value; and that the (b) risk is reduced to as low a level as is reasonably practicable, taking into account the special circumstances.

**(6) Medical Examination.—**

(1) The occupier shall ensure that the employees who are likely to be exposed to vibration at above exposure action value are subjected to periodical medical examination once in a year. The medical examination shall include general and physical examination as well as special test for Reynaud's phenomenon.

(2) The health record of employees shall be maintained by the occupier for a period of 5 years from the date of last test and produce to the Inspector-cum-facilitator on demand.

(3) If, at any time the Medical Officer is of the opinion that the employee is no longer fit to work in the said process on the ground that continuance daring would involve danger to the health of the employee he shall make a record of his findings in the certificate in



Form XXIV and the health register in FORM XXV. The entry of his findings in those documents should also include the period for which he considers that the said person is unfit for work in the said processes. The person declared unfit in such circumstances shall be provided with alternate placement facility unless he is fully incapacitated in the opinion of the Medical Officer in which case the person affected shall be suitably rehabilitated.

**(7) Personal Protective equipment.—**

(1) The occupier shall ensure that the employee who are likely to be exposed to high level of vibration are provided with appropriate Personal Protective Equipment (PPE) and protective clothing conforming to national or International Standards. Such Personal Protective Equipment should include hand gloves and safety shoes. The protective clothing shall be able to protect the employees from cold and damp.

(2) The occupier shall ensure that employees are given periodical training in the use care and maintenance of the Personal Protective Equipment

**(8) Administrative Control Measures.—**

(1) The occupier shall ensure that as far as reasonably practicable as all necessary control measures are taken to ensure that the unwanted vibrations does not affect the health of the employees employed in the process to which this part of Schedule apply.

(2) The occupier shall provide all employees with information instruction and training to be adopted to limit the exposure limit values and action values as set out in paragraph-3.

(3) Without prejudice to the generality of paragraph (2), the information, instruction and training provided under that paragraph shall include-

(i) the exposure limit values and action values set out in paragraph-3.

(ii) safe working practices to minimise exposure to vibration; and

(iii) suitable and sufficient information and training for employees, such that work equipment may be used correctly and safely, in order to minimise their exposure to vibration;

(iv) limitation of the duration and magnitude of exposure to vibration;

(v) appropriate work schedules with adequate rest periods; and

(vi) The information, instruction and training required by paragraph (2) shall be updated to take account of significant changes in the type of work carried out or the working methods used by the employer.

(4) The Occupier shall display pictorial cautionary notices/warning signs at conspicuous places where there are possibilities of employees being exposed to undesired high vibrations.

**(9) Prohibition in employment of pregnant women and persons with disabilities.**— No pregnant women or persons with disabilities shall be employed in the process covered by this part of the Schedule.

**(10) Exemptions.**— If, in respect of any factory, the Chief Inspector-cum-Facilitator is satisfied that owing to any exceptional circumstances, or infrequently of the process, or for any other reason, application of all or any of the provisions of this Schedule is not necessary for the protection of the persons employed in such factory, he may by an order in writing which he may at his discretion revoke, exempt such factory from all or any of the provisions on such conditions and for such period as he may specify in the said matter.

#### SCHEDULE-B-XXVIII

### MANUFACTURE OR MANIPULATION OF MANGANESE AND ITS COMPOUNDS

**1. Application.**— This Schedule shall apply to every factory in which or in any part of which any manganese process is carried on.

**2. Definitions.**— For the purposes of this Schedule,-

(a) “manganese process” means, processing, manufacture or manipulation of manganese or any compound of manganese or any ore or any mixture containing manganese;

(b) “manipulation” means, mixing, blending, filling, emptying, grinding, sieving, drying, packing, sweeping or otherwise handling of manganese, or a compound of manganese or any ore or any mixture containing manganese; and

(c) "efficient exhaust ventilation" means, localized ventilation effected by mechanical means for the removal of dust or fume or mist at its source of origin so as to prevent it from escaping into the atmosphere of any place where any work is carried on. No draught shall be deemed to be efficient which fails to remove the dust or fume or mist at the point where it is generated and fails to prevent it from escaping into and spreading into the atmosphere of a work place.

**3. Isolation of a process.**— Every manganese process which may give rise to dust, vapour or mist containing manganese, shall be carried on in a totally enclosed system or otherwise effectively isolated from other processes so that other plants and processes and other parts of the factory and persons employed on other processes may not be affected by the same.

**4. Ventilation of process.**— No process in which any dust, vapour or mist containing manganese is generated, shall be carried out except under an efficient exhaust ventilation which shall be applied as near to the point of generation as practicable.

**5. Personal protective equipment.**— (1) The occupier of the factory shall provide and maintain in good and clean condition, suitable overalls and head coverings for all persons employed in any manganese process and such overalls and head coverings shall be worn by the persons while working on a manganese process.

(2) The occupier of the factory shall provide suitable respiratory protective equipment for use by employees in emergency to prevent inhalation of dusts, fumes or mists. Sufficient number of complete sets of such equipment shall always be kept near the work place and the same shall be properly maintained and kept always in a condition to be used readily.

(3) The occupier shall provide and maintain for the use of all persons employed, suitable accommodation for the storage and make adequate arrangements for cleaning and maintenance of personal protective equipment.

**6. Prohibition relating to pregnant women.**— No pregnant women shall be employed or permitted to work in any manganese process.

**7. Food, drinks, etc., prohibited in the work rooms.**— No food, drink, pan and supari or tobacco shall be allowed to be brought into or consumed by any employee in any workroom in which any manganese process is carried on.

**8. Mess-room.**— There shall be provided and maintained for the use of the persons employed in manganese process a suitable mess-room which shall be furnished with sufficient tables and benches and adequate means for warming of food. The mess-room shall be placed under the charge of a responsible person and shall be kept clean.

**9. Washing facilities.**— There shall be provided and maintained in a clean state and good in condition, for the use of persons employed on manganese process-

(a) a wash place under cover, with either-

(i) a trough with a smooth impervious surface fitted with a waste pipe plug, and of sufficient length to allow at least 60 centimetres for every ten such persons employed at any one time, and having a constant supply of water from taps or jets above the trough at intervals of not more than 60 centimetres: or

(ii) at least one wash basin for every five such persons employed at any one time, fitted with a waste pipe and plug and having a constant supply water: and

(b) sufficient supply of soap or other suitable cleaning material and nail brushes and clean towels

**10. Cloakroom.**— If, the Chief Inspector-cum-Facilitator so requires there shall be provided and maintained for the use of persons employed in manganese process a cloakroom for clothing put off during working hours with adequate arrangements for drying the clothing,

**11. Cautionary placard and instructions.**— Cautionary notice in the form specified in appendix and printed in the language of the majority of the employees employed shall be affixed in prominent places in the factory where they can be easily and conveniently read by the employees and arrangement shall be made by the occupier to instruct periodically all employees employed in a manganese process regarding the health hazards connected with their duties and the best protective measures and methods to protect themselves. The notices shall always be maintained in a legible condition.

**12. Medical facilities and records of examination and tests.—**

(1) The occupier of every factory to which the Schedule applies, shall-

- (a) employ a qualified medical practitioner for medical surveillance of the employees employed therein whose employment shall be subject to the approval of the Chief Inspector-*cum*-Facilitator for the Factories; and
- (b) provide to the said medical practitioner all the necessary facilities for the purpose referred to in clause(a).

(2) The record of medical examinations and appropriate tests carried out by the said medical practitioner shall be maintained in FORM XXV which shall be kept readily available for inspection by the Inspector-*cum*-Facilitator.

**13. Medical examination by Medical Officer.—** (1) Every employee employed in any manganese process shall be medically examined by Medical Officer within 15 days of his first employment. Such examination shall include tests for detection of serum calcium, serum phosphate and manganese in blood and urine and also include steadiness tests and other neuro-muscular coordination tests. No employee shall be allowed to work after 15 days of his first employment in the factory unless certified for such employment by the Medical Officer.

(2) Every employee employed in a manganese process shall be reexamined by a Medical Officer at least once in every three calendar months and such examination, shall wherever the Medical Officer consider appropriate, include all the tests in sub-paragraph (1).

(3) The Medical Officer after examining an employee, shall issue a certificate of fitness in Form XXIV. The record of examination and reexaminations carried out shall be entered in the certificate and the certificate shall be kept in the custody of the occupier of the factory. The record of each examination carried out under sub-paragraphs (1) and (2), including the nature and the results of these tests, shall also be entered by the Medical Officer in health register in Form XXV.

(4) The certificate of fitness and the health register shall be kept readily available for inspection by the Inspector-*cum*-Facilitator.

(5) If, at any time the Medical Officer is of the opinion that the employee is no longer fit for employment in the said process on the ground that continuance therein would involve special danger to the health of the employee, he shall make a record of his findings in the said certificate and the health register. The entry of his findings in those documents should also include the period for which he considers that the said person is unfit to work in the said process. The person so suspended from the process shall be provided with alternate placement facilities unless he is fully incapacitated in the opinion of the Medical Officer, in which case the person affected shall be suitably rehabilitated.

(6) No person who has been found unfit to work as in sub-paragraph (5) shall be reemployed or permitted to work in the said processes unless the Medical Officer, after further examination again certifies him fit for employment in those processes.

**14. Exemption.**— If, in respect of any factory, the Chief Inspector-*cum*-Facilitator is satisfied that owing to any exceptional circumstances, or infrequency of the process, or for any other reason, application of all or any of the provisions of this Schedule is not necessary for the protection of the persons employed in such factory he may, by an order in writing which he may as his discretion revoke, exempt such factory from all or any of the provisions on such conditions and for such period he may specify in the said order.

## APPENDIX

### CAUTIONARY NOTICE

(See Para 11)

#### Manganese and Manganese Compounds

1. Dust fumes and mists of manganese and its compounds are toxic when inhaled or when ingested.

2. Do not consume food or drink near the work place.

3. Take a good wash before taking meals.

4. Keep the working area clean.

5. Use the protective clothing and equipment provided.

6. When required to work in situations where dust, fumes or mists are likely to be inhaled, use respiratory protective equipment provided for the purpose.

7. If, you get severe head-aches, prolonged sleeplessness or abnormal sensations on the body, report to the occupier who would make arrangements for your examination and treatment.

#### SCHEDULE-C

[Prescribed under clause (i) of sub-rule (2) of rule 59]

#### MATERIAL SAFETY DATA SHEET

##### SAMPLE MODEL

##### Section-I: Material identification and use

Material Name/Identifier			
Manufacturer's name		Supplier's name	
Street address		Street address	
City	State	City	State
Postal Code	Emergency Telephone No.	Postal Code	Emergency Telephone No.
Chemical name		Chemical identity	
Trade name and Synonyms		Product use	

##### Section-II: Hazardous Ingredients of Material

Hazardous Ingredients	Approximate Concentration %	C.A.S or UN Numbers	LD 50 (Specify species and route)	LC 50 (Specify species and route)

##### Section-III : Physical Data for Material

Physical State			Odour and Appearance	Odour threshold (P.P.M)	Specific gravity
Gas	Liquid	Solid			

Vapour Pressure (m.m.)	Vapour Density (Air = 1)	Evaporation Rate	Boiling Point (°C)	Freezing (°C)
Solubility in water (20 °C)	pH	Density(g/ml.)	Coefficient of water/ oil distribution	

**Section-IV: Fire and Explosion Hazard of Material**

Flammability -----Yes-----No	If yes, under what conditions	
Means of extinction		
Special procedures		
Flash point (°C) and method	Upper explosion limit (% by volume)	Lower explosion limit (% by volume)
Auto-ignition temperature (°C)	TDG flammability classification	Hazardous combustion products
Explosion Data-Sensitivity Impact	Chemical	Sensitivity to static discharge

**Section-V: Reactivity Data**

Chemical Stability	
-----Yes-----No	If no, that conditions
<hr/>	
Incompatibility to other substances	
-----Yes-----No	If yes, which ones
<hr/>	
Reactivity and under what conditions	
<hr/>	
Hazardous Decomposition Products	
<hr/>	
Material Name/Identifier	



**Section-VI: Toxicological Properties of Material**

Route of Entry

..... Skin contact ..... Skin Absorption ..... Eye Contact

..... Inhalation Acute ..... Inhalation Chronic ..... Ingestion

Effects of Acute Exposure to Material

Effects of Chronic Exposure to Material

Exposure Irritancy of Limit(s) Material

Sensitization to

Carcinogenicity, Reproductive

Material Effects, Teratogenicity,

Mutagenicity

Synergistic Materials

**Section-VII: Preventive Measures**

Personal Protective Equipment

Gloves (specify) Respiratory (specify) Eyes (specify)

Footwear (specify) Clothing (specify) Other (specify)

Engineering Controls (*e.g.* ventilation, enclosed process, *etc.*)

Please specify

Leak and Spill Procedures

Waste Disposal

Handling Procedures and Equipment

Storage Requirements

Special Shipping Information

**Section-VIII: First Aid Measure**

First Aid Measure

Sources used

Additional information

**Section-IX: Preparation Date of M. S. D. S.**Prepared by (Group, Department, *etc.*,) (Phone No.) Date*Notes :—*

- 1.CAS or UN Number – Chemical Abstract Service or United Nations (UN) Number.
- 2.LD 50 – Lethal Dose – 50% (LD50 – Specify species and route).
- 3.LC 50 – Lethal Concentration – 50% (LC50 – Specify species and route).
- 4.TDG Flammability – Transport of Dangerous Goods Flammability Classification by United Nations.

**SCHEDULE-D***(See clauses (ii) and (iii) of sub-rule (1) of rule 63)***EQUIPMENT'S FOR OCCUPATIONAL HEALTH CENTRE IN FACTORIES**

1. A glazed sink with hot and cold water always
2. A table with a smooth top at least 180 cm x 105 cm.
3. Means for sterilizing instruments
4. A cough
5. Two buckets or containers with close fitting lids
6. A kettle and spirit stove or other suitable means of boiling water
7. One bottle of spiritus ammoniac aromatics (120ml.)
8. Two medium sizesponges
9. Two 'kidney' trays

- 
10. Four cakes of toilet, preferably antiseptic soap
  11. Two glass tumblers and two wine glasses
  12. Two clinical thermometers
  13. Two tea spoons
  14. Two graduated (120 ml) measuring glasses
  15. One wash bottle (1000 cc) for washing eyes
  16. One bottle (one litre) carbolic lotion 1 to 20.
  17. Three chairs
  18. One screen
  19. One electric hand torch
  20. An adequate supply of tetanustoxoid
  21. Coramine liquid (60 ml)
  22. Tablets – antihistaminic, antispasmodic (25 each)
  23. Syringes with needles – 2cc, 5 cc and 10cc
  24. Two needle holders, big and small suturing needles and materials
  25. Suturing needles and materials
  26. One dissecting forceps
  27. One dressing forceps
  28. One scalpel
  29. One stethoscope
  30. Rubber bandage – pressure bandage
  31. Oxygen cylinder with necessary attachments
  32. One Blood Pressure apparatus
  33. One Patellar Hammer
  34. One Peak-flow meter for lung function measurement
  35. One stomach wash set
  36. Any other equipment recommended by the Factory Medical Practitioner according to specific need relating to manufacturing process.

**37. In addition. -****(1) For factories employing 51 to 200 employees-**

1. Four plain wooden splints 900 mm x 100 mm x 6mm
2. Four plain wooden splints 350 mm x 75 mm x 6 mm
3. Two plain wooden splints 250 mm x 50 mm x 12 mm
4. One pair arteryforceps
5. Injections - morphia, pethidine, atronine, adrenaline, coramine, novacan (2 each)
6. One surgical scissors

**(2) For factories employing above 200 employees-**

1. Eight plain wooden splints 900 mm x 100 mm x 6 mm
2. Eight plain wooden splints 350 mm x 75 mm x 6 mm
3. Four plain wooden splints 250 mm x 50 mm x 12 mm
4. Two pairs artery forceps
5. Injections – morphia, pethidine, atronine, adrenaline, coramine,novacan (2 each)
6. One surgical scissors

**SCHEDULE-E**

(see rule 65)

**1. Definitions.—** For the purpose of this Schedule-

(a) “mg/m<sup>3</sup>” means, milligramme of a substance per cubic metre of air;

(b) “mppcm” means, million particles of a substance per cubic metre of air;

(c) “ppm” means, parts of vapours or gas per million parts of air by volume at 25°C and 760 mm. of mercuric pressure;

(d) "time weighted average concentration" means, the average concentration" of a substance in the air at any work location in a factory computed from evolution of adequate number of air samples taken at that location, spread over the entire shift on any day, after giving weight age to the duration for which each such sample is collected and the concentration prevailing at the time of taking the sample.

$$\text{Time weighted average Concentration} = \frac{C_1 T_1 + C_2 T_2 + \dots + C_n T_n}{T_1 + T_2 + \dots + T_n}$$

Where,  $C_1$  represents the concentration of the substance for duration  $T_1$  (in hours) and  $C_2$  represents the concentration of the substance for duration  $T_2$  (in hours) and  $C_n$  represents the concentration of the substance for duration  $T_n$  (in hours).

(e) "Work location" means, a location in a factory at which an employee works or may be required to work at any time during any shift on any day.

## **2. Limits of concentrations of substances at work location.—**

(1) The time weighted average concentration of any substance listed in Table-1 or 2 of the Schedules, at any work location in a factory during any shift on any day shall not exceed the limit of the permissible time weighted average concentration specified in respect of that substance:

Provided that in the case substance mentioned in Table-1 in respect of which a limit in terms of short-term maximum concentration is indicated, the concentration of such a substance may exceed the permissible limit of the time weighted average concentration for the substance for short periods not exceeding 15 minutes at a time, subject to the conditions that—

(a) such periods during which the concentration exceeds the prescribed time weighted average concentration are restricted to not more than 4 per shift;

(b) the time interval between any two such periods of higher exposure shall not be less than 60 minutes; and

(c) at no time the concentration of the substance in the air shall exceed the limit of short-term maximum concentration.

(2) In those case of any substance given in Table-3 the time weighted average concentration of the substance at any work location in a factory at any time during any day shall not exceed for that substance specified in the Table.

(3) In the cases where the work "skin" has been indicated against certain substance mentioned in Tables-1 and 3, appropriate measures shall be taken to prevent absorption through cutaneous routes particularly skin, mucous membranes and eyes as the limits; specified in these Tables are for conditions where the exposure is only through respiratory tract.

- (4) (a) In case, the air at any work location contains a mixture of such substances mentioned in Tables-1, 2 or 3 which have similar toxic properties, the time weighted concentration of each of these substances during the shift should be such, that when these time weighted concentration divided by the respective permissible time weighted average concentration specified in the above mentioned, Tables and the fractions obtained are added together, the total shall not exceed unity.

$$i.e., \frac{C_1}{L_1} + \frac{C_2}{L_2} + \dots + \frac{C_n}{L_n}$$

When,  $C_1, C_2, \dots, C_n$  are the time weighted concentration of toxic substances 1, 2, .....and n respectively, determined after measurement at work location; and  $L_1, L_2, \dots, L_n$  are the permissible time weighted average concentration the toxic substances 1, 2, .....and n, respectively.

- (b) In case the air at any work location contains a mixture of substances, mentioned in Table-1, 2 or 3 and these do not have similar toxic properties, then the time weighted concentration of each of these substances shall not exceed the permissible time weighted average concentration specified in the above-mentioned Table, for that particular substance.
- (c) The requirement in clauses (a) and (b) shall be in addition to the requirements in paragraphs 2 (1) and 2 (2).

**3. Sampling and evaluation procedures.—**

(1) Notwithstanding the provisions 1 any other paragraphs, the sampling evaluation procedures to be adopted for checking compliance with the provisions in the Schedule shall be as per standard procedures in vogue from time to time.

(2) Notwithstanding the provisions in paragraph 5, the following conditions regarding the sampling and evaluation procedure relevant to checking compliance with the provisions in this Schedule are specified.

(a) For determination of the number of particulars per cubic metre in item 1(a)(i)(1) of Table-2, samples are to be collected by standard or midjet impinger and the counts made by light-field technique.

(b) The percentage of quarts in the 3 formulae given in item 1 (a) of Table 2 is to be determined from airborne samples.

(c) For determination number of fibres as specified in item 2 (a) of Table-2, the membrane filter method at 430x magnification (4mm. objective) with phase contract illumination should be used.

(d) Both for determination concentration and percentage of quarts, for use of the formula given in item 1(a)(i)(2) of Table-2, the fraction passing through a size-selector with the following characteristics should be only be considered.

Aerodynamic diameter (unit density sphere)	Percentage allowed by size-selector
2.0	90
2.5	75
3.5	50
5.0	25
10.0	0

**(4) Power to require assessment of concentration of substances.—**

(1) An Inspector-*cum*-Facilitator any, by an order in writing, direct the occupier or manage of a factory to get before any specified date, the assessment of the time weight average concentration at any work location of any of the substances mentioned in Tables 1, 2 or 3 carried out.

(2) The result of such assessment as well as the method followed for air sampling and analysis for such assessment shall be sent to the Inspector-*cum*-Facilitator within 3 days from the date of completion of such assessment and also a record of the same kept readily available for inspection by anInspector-cum-Facilitator.

**(5) Exemption.—** If in respect of any factory or a part of a factory the Chief Inspector-cum-Facilitator is satisfied, that, by virtue of the pattern of working time of the employees at different work locations Or on account of other of other circumstances, no employee is exposed in the air at the work locations, to a substance or substances specified in Tables 1, 2 or 3 to such an extent as is likely to his health, the Chief Inspector-cum-Facilitator may by an order in writing, exempt the factory or a part of the factory from the requirements in paragraph 2, subject to such conditions, if any, as he may specify therein.

TABLE-1

Substance  (1)	Permissible limits of exposure			
	Time-weighted average concentration (8 hrs)		Short-term maximum concentration (15 min)	
	(2)	(3)	(4)	(5)
	ppm	mg/m <sup>3</sup>	ppm	mg/m <sup>3</sup>
Acetaldehyde	100	180	150	270
Acetic acid	10	25	15	37
Acetone	750	1780	1000	2375
Acrelein	0.1	0.25	0.3	0.8



(1)	(2)	(3)	(4)	(5)
	ppm	mg/m <sup>3</sup>	ppm	mg/m <sup>3</sup>
Acrylonitrile-skin	2	4.5	-	-
Aldrin-skin	-	0.25	-	0.75
Allylchloride	1	3	2	6
Ammonia	25	18	35	27
Aniline-skin	2	10	5	20
Anisidine (o-poisoners)-skin	0.1	0.5	-	-
Arsenic and compounds (asAs)	-	0.2	-	-
Benzene (H.C)	0.5	1.5	2.5	7.5
Beryllium	-	0.20	-	-
Boron trifluoride	0.1	0.3	-	-
Bromine	0.1	0.7	0.3	2
Butane	800	1900		
2 Butanone (Methyl-ethyl Ketone-MEK)	200	590	300	885
n-Butyl acetate	150	710	200	950
n-Butyl alcohol-skin	C50	C150		
sec/tert.Butyl acetate	200	950	250	1190
Butyl Mercaptan	0.5	1.5	-	-
Cadmium-Dusts and salts (as Cd)	-	0.05	-	0.2
Calcium Oxide	-	2	-	-
Carbaryl (Sevin)	-	5	-	10
Carbofuran (Furadan)	-	0.1	-	-
Carbon disulphide-skin	10	30	-	-
Carbon monoxide	50	40	400	440
Carbon tetrachloride-skin	5	30	20	125
Carbonyl chloride (Phosgene)	0.1	0.4	-	-
Chlorobenzene (Monochloro-benzene)	75	350	-	-

(1)	(2)	(3)	(4)	(5)
	ppm	mg/m <sup>3</sup>	ppm	mg/m <sup>3</sup>
Chlordane-skin	-	0.5	-	-
Chlorine	1	3	3	9
Choloroform	10	50	50	225
bis-Chloromethyl ether	0.001	0.005	-	-
Chromic acid and chromates (as Cr.)	-	0.05	-	-
Chromous salts (as Cr)	-	0.5	-	-
Copper fume	-	0.2	-	-
Cotton dust, raw	-	0.2	-	0.6
Cresol, all isomers-skin	5	22	-	-
Cyanides (as CN)-skin	-	5	-	-
Cyanogen	10	20	-	-
DDT (Dichlorodiphenyl Trichloroethane)	-	1	-	3
Demeton-skin	0.01	0.1	0.03	0.3
Diazinon-skin	-	0.1	-	0.3
Dibutyl Phythalate	-	5	-	10
Dichlorvos (DDVP)-skin	0.1	1	0.3	3
Dieldrin-skin	-	0.25	-	0.75
Dinitrobenzene (all isomers)-skin	0.15	1	0.5	3
Dinitrotoluene-skin	-	1.5	-	5
Diphenyl	0.2	1.5	0.6	4
Endosulfan (Thiodan)-skin	-	0.1	-	0.4
Endrin-skin	-	0.1	-	0.3
Ethyl acetate	400	1000	-	-
Ethyl alcohol	1000	1900	-	-
Ethylamine	10	18	-	-
Flourides (as F)	-	2.5	-	-
Flourine	1	2	2	4

(1)	(2)	(3)	(4)	(5)
	ppm	mg/m <sup>3</sup>	ppm	mg/m <sup>3</sup>
Formaldehyde (S.C)	1.0	1.5	2	3
Formic Acid	5	9	-	-
Hydrazine-skin	0.1	0.1	-	-
Hydrogen Chloride	C5	C7		
Hydrogen Cyanide-skin	C10	C10	-	-
Hydrogen fluoride (as F)	3	2.5	6	5
Hydrogen Peroxide	1	1.5	2	3
Hydrogen sulphide	10	14	15	27
Iodine	C0.1	C1	-	-
Iron oxide fume (Fe <sub>2</sub> O <sub>3</sub> ) (as Fe)	-	5	-	10
Isoamyl acetate	100	525	125	665
Isoamyl alcohol	100	360	125	450
Isobutylalcohol	50	150	75	225
Lead, inorg, fumes and dusts (as Pb)	-	0.15	-	0.45
Lindane-skin	-	0.5	-	1.5
Malathion-skin	-	10	-	-
Manganese (as Mn)				
dust and compounds	-	1	-	3
Fume	-	0.01	-	0.03
Mercury (as Hg)-skin				
Alkyl compounds	-	0.01	-	0.03
All forms except alkyl vapour	-	0.05	-	-
Aryl and inorganic compounds	-	0.1	-	-
Methyl alcohol (methanol)- skin	200	260	250	310
Methyl cellosolve-skin (2-methoxy ethanol)	5	16	-	-
Methyl isobutyl ketone-skin	50	205	75	300
Methyl Isocynate	0.02	0.05		

(1)	(2)	(3)	(4)	(5)
	ppm	mg/m <sup>3</sup>	ppm	mg/m <sup>3</sup>
Naphthalene	10	50	15	75
Nickel carbonyl (as Ni)	0.05	0.35	-	-
Nitric acid	2	5	4	10
Nitric oxide	25	30	35	45
Nitrobenzene-skin	1	5	2	10
Nitrogen dioxide	3	6	5	10
Oil mist-mineral	-	5	-	10
Ozone	0.1	0.2	0.3	0.6
Parathion-skin	-	0.1	-	0.3
Phenol-skin	5	19	10	38
Phorate (Thimet)-skin	-	0.05	-	0.2
Phosgene (Carbonyl chloride)	0.1	0.4	-	-
Phosphine	0.3	0.4	1	1
Phosphorous (yellow)	-	0.1	-	0.3
Phosphorous pentachloride	0.1	1	-	-
Phosphorous trichloride	0.2	1.5	0.5	3
Picric acid-skin	-	0.1	-	0.3
Pyridine	5	15	10	30
Silane (silicon tetrahydride)	5	7	-	-
Sodium hydroxide	-	C2	-	-
Styrene, monomer (phenyl-ethylene)	50	215	100	425
Sulphur dioxide	2	5	5	10
Sulphur hexafluoride	1000	6000	1250	7500
Sulphuric acid	-	1	-	-
Toluene (toluol)	100	375	150	560
O-Toludine-skin	2	9	-	-
Tributyl phosphate	0.2	2.5	0.4	5

(1)	(2)	(3)	(4)	(5)
	ppm	mg/m <sup>3</sup>	ppm	mg/m <sup>3</sup>
Trichloroethylene	50	270	200	1080
Uranium, natural (as U)	-	0.2	-	0.5
Vinyl chloride	5	10	-	-
Welding fumes (NOC)	-	5	-	-
Xylene (o-m-isomers)-skin	100	435	150	655
Zinc Oxide Fume	-	5.0	-	10
Dust (Total Dust)	-	10.0	-	-
Zirconium compounds (asZr)	-	5	-	10

TABLE-2

Substance	Permissible time weighted average concentration (8 hours)
(1)	(2)

**1. Silica**

## (a) Crystalline

## (i) Quartz

$$(1) \text{ In terms of dust count : } \frac{1060}{\% \text{ Quartz} + 10} \text{ mppcm}$$

$$(2) \text{ In terms of respirable dust : } \frac{10}{(\% \text{ respirable quartz} + 2)} \text{ mg/m}^3$$

$$(3) \text{ In terms of total dust : } \frac{30}{(\% \text{ Quartz} + 3)} \text{ mg/m}^3$$

(1)	(2)
(ii) Cristobalite	: Half the limits given against quartz
(iii) Tridymite	: Half the limits given against quartz
(iv) Silica, fused	: Same limits as for quartz
(v) (a) Tripoli	: Same limit as in formula in item 2 given against quartz
(b) Amorphous	: 705 mppcm

**2. Silicate having less than 1% free silica by weight**

(a) Asbestos (fibres longer than 5 microns) 2 fibres/cubic centimetre

(b) Mica	: 705 mppcm
(c) Mineral Wool fibre	: 10 mg/m <sup>3</sup>
(d) Porlite	: 1060 mppcm
(e) Portland cement	: 1060 mppcm
(f) Soap stone	: 705 mppcm
(g) Talc (nonobostiform)	: 705 mppcm
(h) Talc (fibrous)	: Same limit as for asbestos
(i) Tromolite	: Same limit as for asbestos

**3. Coal Dust**

(1) For airborne dust having less than 5 % silicon dioxide by weight	: 2mg/m <sup>3</sup>
(2) For airborne dust having over 5% silicon dioxide	: Same limit as prescribed by formula in item (2) against quartz

TABLE-3

Substance	Permissible limit of exposure in time weighed average concentration	
	ppm	mg/m <sup>3</sup>
Acetic anhydride	5	20
O-Dichlorobenzene	50	300
Formaldehyde	2	3
Manganese and compounds (as Mn)	-	5
Nitrogen dioxide	5	9
Nitroglycerine-skin	0.2	2
2, 4, 6-Trinitrotoluene (TNT)	-	0.5

## SCHEDULE-F

[See clause (ii) of sub-rule (1) of 67]

1. Managing Director, President, CEO, Vice President or General Manager
2. Managers
3. Departmental Heads and Assistant Managers
4. Engineers
5. Supervisors or Foremen
6. Labour or welfare Officers

7. Security Officers

8. Safety Officers

9. Weaving Masters and Spinning Masters in textile Mills

10. Head Electricians

- **Persons defined to hold confidential positions.**— All timekeepers employed in a factory shall be deemed to be employed in a confidential position in the factory.
  - **List to be maintained of persons holding confidential position or position of supervision of management.**— A list showing the names and designations of all persons to whom the provisions of sub-section (1) of section 91 have been applied shall be maintained in every factory.
  - **Exemption of certain adult employees.**— Adult employees engaged in factories specified in column (2) of the Schedule - G on the work specified in column (3) of the said Schedule shall be exempted from the provisions of the sections specified in the column 4 subject to the conditions, if any, specified in column 5 of the said Schedule.
-



SCHEDULE-G  
(See rule 68)

Section of the code empowering the grant of exemption (1)	Class of Factory (2)	Nature of exempted work (3)	Extent of exemption (4)	Remarks (5)
91 (1)(b)	All factories	Urgent repairs	Sections 25, 26 and 31.	<p>(i) No employee shall be employed for more than 15 hours on any one day, 39 hours during any three consecutive days or 66 hours during each period of seven consecutive days commencing from his first employment.</p> <p>(ii) Within 24 hours of the commencement of the work, notice shall be sent to the Inspector-<i>cum</i>-Facilitator describing the nature of the urgent repairs and the period probably required for their completion.</p> <p>(iii) Exemption from the provision of section 25 shall apply only in the case of male adult employees.</p>

(1)	(2)	(3)	(4)	(5)
91 (1)(b)	All factories	<p>(a) Work in the machine shop, the smithy or foundry or in connection with the mill gearing, the electrical driving or electrical lifts or the steam or water pipes or pumps of a factory.</p> <p>(b) Work of examining or repairing any machinery or other part of plant which is necessary for carrying on the work in factory.</p> <p>(c) Work in boiler houses and engine rooms, such as lighting fires in order to raise steam or generate gas preparatory to the commencement of regular work in the factory.</p>	<p>Sections 25, 26 and 31.</p> <p>Sections 25, 26 and 31.</p> <p>Sections 25, 26 and 31.</p>	<p>The limits of work inclusive of overtime shall not exceed those mentioned in section 91.</p> <p>The limits of work inclusive of overtime shall not exceed those mentioned in section 91.</p> <p>The limits of work inclusive of overtime shall not exceed those mentioned in section 91.</p>

(1)	(2)	(3)	(4)	(5)	PART-II
91 (1)(b)	All factories	(a) Work performed by drivers on lighting, ventilating and humidifying apparatus;	Sections 25, 26 and 31.	The limits of work inclusive of overtime shall not exceed those mentioned in section 91.	LA GAZETTE DE L'ETAT
		(b) Work performed by fire pumpmen.			
91 (1)(b)	(1) Oil tank installations.	Work performed by employees connected with pumping operations.	Sections 25, 26 and 31.	<p>In the absence of an employee who has failed to report for duty, a shift employee shall be allowed to whole or of a subsequent shift provided that</p> <p>(i) The next shift of the shift employee shall not commence before a period of 16 hours has elapsed;</p> <p>(ii) Within 24 hours of the commencement of the subsequent shift, notice shall be sent to the Inspector-<i>cum</i>-Facilitator describing the circumstances under which the employee is required to work in the subsequent shift;</p>	717

(1)	(2)	(3)	(4)	(5)
				(iii) The exemptions will be restricted to only male adult employees; and
				(iv) The limits of work inclusive of overtime shall not exceed those mentioned in section 91.
	(2) Public hydroelectric supply factories.	Operation and maintenance of prime movers and auxiliaries, transformers and switches.	Sections 25 and 26.	The limits of work inclusive of overtime shall not exceed those mentioned in section 91.
	(3) Public electric supply companies generating electricity from oil in internal combustion engines.	Work of engine drivers and assistants, generators attendants, oilers and greasers, switch board operators and pumpmen.	Sections 25 and 26.	The limits of work inclusive of overtime shall not exceed those mentioned in section 91.

(1)	(2)	(3)	(4)	(5)
	(4) Electrical transforming factories.	Work of operation and maintenance of the transforming plant, switches and synchronous condensers.	Sections 25 and 26.	The limits of work inclusive of overtime shall not exceed those mentioned in section 91.
	(5) Distilleries	Work on the extraction of sugar from various bases, fermentation of sugar juice and distillation of fermented wash.	Sections 25 and 26.	The limits of work inclusive of overtime shall not exceed those mentioned in section 91.
	(6) Sugar factories	Extraction of the juice from the cane, clarification, evaporation and boiling of the juice; curing of the massecuite; and bagging.	Sections 25 and 26.	The limits of work inclusive of overtime shall not exceed those mentioned in section 91.

(1)	(2)	(3)	(4)	(5)
	(7) Chemical factories.	Work on the sulphur burners, chambers, concentrators, and pumps, roasting furnaces, manufacture of hydrochloric and nitric acid, sulphates sulphides, nitrates, superphosphates and chlorides; and work on the steam service.	Sections 25 and 26.	The limits of work inclusive of overtime shall not exceed those mentioned in section 91.
	(8) Gas Factories	Work on refining, hydrogenation bleaching, filtering, generation of hydrogen; hydrogenating; deodorizing processes; compression of oxygen and cylinder filling; and work on the electrical power plant.	Sections 25 and 26.	The limits of work inclusive of overtime shall not exceed those mentioned in section 91.

(1)	(2)	(3)	(4)	(5)
	(9) Ice factories	Work on the engine and compressor drivers and assistants and oilers.	Sections 25 and 26.	The limits of work inclusive of overtime shall not exceed those mentioned in section 91.
	(10) Oil mills	All work	Section 25	The limits of work inclusive of overtime shall not exceed those mentioned in section 91.
	(11) Oil mills	All work	Sections 25 and 26.	The limits of work inclusive of overtime shall not exceed those mentioned in section 91.
	(12) Glass factories.	(a) Work in attending to furnace; (b) All work and processes from mixing of batch to removal of the manufactured glassware from the lears.	Sections 25 and 26.	The limits of work inclusive of overtime shall not exceed those mentioned in section 91.
	(13) Paper factories.	(a) All work on paper making machinery and on the generation and supply of power connected therewith;	Section 25	The limits of work inclusive of overtime shall not exceed those mentioned in section 91.

(1)	(2)	(3)	(4)	(5)
		(b) Work on choppers, digesters, kneaders, strainers and washers, beaters, paper making machines, pumping plant reelers, cutters and power plant.	Sections 25 and 26.	The limits of work inclusive of overtime shall not exceed those mentioned in section 91.
	(14) Rubber tyre	All work on curing process.	Section 25	The limits of work inclusive of overtime shall not exceed those mentioned in section 91.
	(15) Iron and steel	All work on steel furnaces.	Sections 25 and 26.	The limits of work inclusive of overtime shall not exceed those mentioned in section 91.
	(16) All factories	Work on automatic equipment engaged in galvanizing, anodizing and enamelling	Sections 25, 26 and 29.	<p>(1) The limits of work inclusive of overtime shall not exceed those mentioned in section 91.</p> <p>(2) The exemption shall be granted only in respect of adult male employees.</p>



(1)	(2)	(3)	(4)	(5)	PART-II	LA GAZETTE DE L'ETAT	723
91(1) (b)	Newspaper printing factories	Tele-printer service	Sections 25 and 26.	<p>(1) The limits of work inclusive of overtime shall not exceed those mentioned in section 91.</p> <p>(2) The exemption shall be granted only in respect of adult male employees.</p>			
91(1) (b)	All factories	Loading and unloading of railway wagons lorries or trucks.	Sections 25 and 26.	<p>(1) The limits of work inclusive of overtime shall not exceed those mentioned in section 91.</p> <p>(2) The exemption shall be granted only in respect of adult male employees.</p>			
91(1) (b)	Any factory or class or description of factories as may be notified by the Puducherry Government in the Official Gazette.	Work of national importance as may be notified by the Puducherry Government in mentioned in the Official Gazette.	Sections 25, 26 and 29.	<p>(1) The limits of work inclusive of overtime shall not exceed those mentioned in section 91.</p> <p>(2) The exemption shall be Limited to adult male employees.</p>			

**FORM-I**

[See sub-rule(1) of rule 6]

**APPLICATION FOR REGISTRATION FOR EXISTING  
ESTABLISHMENTS/NEW ESTABLISHMENT****A. Establishment Details**

1. Retrieve details of Establishment through LIN/Registration No.:
2. Name of the Establishment:
3. Location and address of the Establishment:
4. Other details of the Establishment:
  - (a) Total number of employees engaged directly in the establishment:
 

Male:	Female:
-------	---------
  - (b) Total number of the contract employees engaged:
 

Male:	Female:
-------	---------
  - (c) Total number of Inter-State Migrant workers employed:
 

Male:	Female:
-------	---------
5. (a) *For factories:*

Details of the manufacturing process	Full postal address and situation of the factory along with plan approval details	Name and address of the Occupier/ Manager	Maximum number of workersto be employed on any day
(1)	(2)	(3)	(4)

(b) For building and other construction work:

Types of construction work (1)	Probable period of commencement of work (2)	Expected period for completion of work (3)	Details of approval of the local authority (4)

(c) For Motor Transport Undertaking:

Name of Motor Transport Undertaking	Type of Transport (Freight/ Passenger services)	Maximum number of vehicles attached	Maximum number of employees engaged			
			Permanent		Contract	
			Male	Female	Male	Female

(d) For Audio Visual Establishments:

Name of the Audio-Visual Establishments:	Maximum number of audio visual employees to be employed on any day	Name and communication address of employer/ the person other than the employer who manages the establishment

6. Ownership Type/Sector:

7. Activity as per National Industrial Classification:

8. Details of Selected NIC Code:

9. Identification of the establishment e-sign/digital sign of employer/representative:

**B. Details of Employer**

1. Name and Address of Employer/Occupier/Owner/Agent/Chief Executive *etc*:

2. Designation:

3. Father's/Husband's name of the employer:

4. E-mail address, Telephone and Mobile No:

**C. Manager/Agent Details**

1. Full name and address of Manager/Agent or person responsible for supervision and control of the Establishment:

2. Address of Manager/Agent:

3. E-mail address, Telephone and Mobile No.:

**D. Contractor Details**

Name and Address of Contractor	E-mail address, PAN No. and Mobile No. of Contractor	Name of Work	Maximum No. of contract labour engaged	Date of Commencement/ probable date of completion of the work
(1)	(2)	(3)	(4)	(5)

**E. Other Detail:**

Place:

Dated: *Signature/E-sign/Digital sign of the employer.*

**FORM II***[See rule (18) of Rule 55]***APPLICATION FOR REGISTRATION AND GRANT OF RENEWAL OF LICENCE  
FOR THE YEAR.....**

<b>1.</b>	<b>Particulars of the Occupier</b> <i>[ Person who has ultimate control over the affairs of the factory and in whose name the licence is to be issued –Director in the case of a company/ Manager Referred to in Section 2(zs) of the code]</i>	Photo of the Occupier
Name:	Age:	
Gender:	Date of Birth:	
Father's / Husband's Name:		
Present Address	Permanent Address	
Email ID : Phone Number Mobile Number: Fax Number: DIN Number(if applicable): Proof of Address (Document name): Address Proof Document Number:		Aadhar No.(UID): Nationality: Passport Number (if foreigner): Visa valid upto: Visa Type (if foreigner):
<b>2.</b>	<b>Particulars of the Factory</b> Full name of the factory: Registration Number: (if already registered): Nature/Type of Industry: Sector:	
<b>3.</b>	<b>(a) Situation of the factory (Door No., Survey Nos., etc.)</b> Survey No./Door No. / Plot No.: Street/Road: Area/ Locality: Town / Village: District: State: Pin code: Nearest Police Station:	
<b>(b) Address for communications</b>		Phone Number: Mobile Number: Fax Number: Email ID: Website: CIN Number (if applicable):

<b>4. Particulars of the Owner of the Building / Premises</b>	
Name:	Age:
Gender:	Date of Birth:
Father's / Husband's Name:	
Present Address	Permanent Address
Email ID: Phone Number Mobile Number: Fax Number: DIN Number (if applicable): Proof of Address (Document name): Address Proof Document Number:	Aadhar No.(UID) Nationality: Passport Number (if foreigner): Visa valid upto: Visa Type (if foreigner):
<b>5. Nature of manufacturing process / processes</b>	
(a) Carried on during preceding calendar year (in case of factories already in existence ).	
Manufacturing process description	National Industrial Classification Code
(b) To be carried on during the calendar year for which this application for licence is submitted.	
Manufacturing process description	National Industrial Classification Code
<b>6. Particulars of products manufactured during preceding calendar year</b>	
<b>7. Particulars of the Power in H.P.</b>	
(a) Particulars of power actually installed	
Quantity in H.P.:	Stand by H.P.:
(b) Particulars of power proposed to be additionally installed [If any during the calendar year for which this application for licence is made]	
Quantity in H.P.:	Stand by H.P.:
(c) Maximum quantity in H.P. that can be used. [At any one time during the calendar year for which this application for licence is made]	
Maximum quantity in H.P. :	

<b>8. Particulars of the number of employees</b>	(a) Maximum number of employees proposed to be employed on any one day during the calendar year for which this application is made. [See slab limits in Schedule para(III) to Rule 54 of Puducherry Occupational Safety, Health and Working Conditions Rules,2022]	
	Maximum number of employees:	
	(b) Maximum number of employees actually employed on any one day during the preceding calendar year	
	Maximum number of employees:	
	(c) Number of employees ordinarily to be employed	
	Number of employees:	
<b>9. Period for which grant / renewal of licence application is submitted</b>	Indicate the exact calendar year / years:      Number of calendar years:	
<b>10. Particulars of the plan approval</b>	[Reference number and date of the latest approved plan]	
	Approval Number	Date of Approval
<b>11. Particulars of the licence fee payment</b>		
	Grant / renewal of licence fee paid in Rupees (INR) :	
<b>12. Particulars of Payment (Online Payment)</b>		
	Payment Reference Number:	
	Date of payment:	
	Fees:	

Place:

Date:

Signature of Occupier

### Register of Establishment

Sl.No	Nature of work	Registration No. and Date	Name and address, location of the establishment registered	Name, and details of employer	Total number of workers of and horse power(if any)	Total number of contract workers	Remarks
					Male	Female	
1	2	3	4	5	6	7	8
(a)	Factories						
(b)	Building and other construction work						
(c)	Contract work						
(d)	Inter- state Migrant						
(e)	Motor Transport Undertaking						
(f)	Any other work						



**FORM-IV**

[See rule 8]

**A. Notice of Commencement/Cessation of Establishment**

1. Registration No.:
2. Name and Address of Establishment:
3. Name and Designation of employer (who has ultimate control over the affairs of the establishment):
4. Full address to which communication relating to the establishment is to be sent:
5. Nature of work of the establishment:
6. In case of the notice is for commencement of work the approximate duration of work:
7. In case of cessation, the date of cessation:

I/We hereby intimate that the work of establishment having registration No. ...., dated ..... is likely to commence/cessation is likely to be completed with effect from ..... (date)/on ..... (date).

**In case of cessation of work —**

I/We hereby certify that the payment of all dues to the workers employed in the establishment has been made and the premises are kept free from storage of hazardous chemicals and substances.

*Signature of the Employer.*

To

The Inspector-*cum* Facilitator

**FORM -V***[See rule 9]*

The medical examination shall be conducted by a qualified medical practitioner as per following Proforma: —

**A. Demographics:**

Question	Answer	Remarks
Date:		
Name of the worker:		
Age:		
Permanent Address:		
Gender:		
Total Number of family Members:		
Total monthly family Income		
Is the employee under ESI(Employees' State Insurance) Scheme? If yes, provide IP Number.	(Yes/No)	
Is the employee under any other health scheme apart from ESI Scheme?(If yes, provide the name of the scheme)	(Yes/No)	

**B. Occupational History:**

Question	Answer	Remarks
Present Designation:		
Work Profile:		
Duration of service in the present work profile:		
Night Shift per Week:		
Night Shift per Month:		
Working hours per shift:		

**C. Brief Review of Medical History: Diagnosed previously or currently under treatment or currently suffering from:**

Question	Answer(Yes/No)	Remarks
Anaemia		
Jaundice		

---

Asthma

---

COPD

---

History of any other lung disease:

---

(If Yes, Please Specify)

---

Vertigo/Dizziness

---

Diabetes Mellitus

---

Hypertension

---

Any Cancer

---

(If Yes, Please Specify the Cancer)

---

Chronic Low Back Pain

---

Chronic Pain in hand or elbow

---

Hernia

---

Hydrocele

---

Varicose Vein

---

Haemorrhoids

---

History of amputation/

---

fracture/ dislocation injury during

---

work (If yes, please specify)

---

Dermatitis (If yes, specify Site)

---

Hearing Impairment

---

Visual Impairment

---

Any major illness requiring

---

hospitalization in last 1 year

---

(If Yes, Name of the Disease)

---

Occupational Injury in Last 1 year:

---

if yes, specify the location of injury

---

and frequency

---

**D. Current Symptoms-Diseases Module:**


---

Smoking habit

---

Chewing Tobacco or Pan Masala

---

or Gutkha:

---

Alcohol Addiction

---

Dermatosis (Irritant Contact Dermatitis/Eczema/Chloracne/ Allergic Contact Dermatitis):
Mucosal Irritation of Eyes/Nose/Throat with response to chemical agent or biological agent:
Symptoms like Respiratory Difficulty/ Chest Tightness/Dry Cough at beginning of shift:
Currently suffering from TB:
Jaundice or Hepatitis:
Currently suffering from Low Back Pain
Currently suffering from Pain in hand or Elbow:
Currently suffering from Visual Problems
Currently suffering from Hearing Problems
Any current injury (amputation/fracture/dislocation)
Any current musculoskeletal sprains/strains

**E. Physical Examination:****Date of Examination:**

Question	Answer(Yes/No) or as appropriate	Remarks
General Skin Condition: (If Any Dermatitis, please mention its location)		
Weight (in Kg):		
Height (in Meter)		

Temperature(° F):

BP:

Pulse:

SpO2:

Respiratory Rate:

Examination of Breast of  
female employee

**F. Investigation Report:**

- **Routine Blood Investigation: Attach the photocopy of the report.**
- **Blood Grouping and Rh Typing and HB Electrophoresis once in a life time**

Parameter	Answer	Value
(Normal/Increase/Decrease)		
Hb%:		
Total WBC Count and Differential Count:		
Platelet Count:		
ESR:		
FBS:		
PPBS:		
HbA1c level		
BUN:		
Creatinine:		
Total Protein		
Albumin		
Globulin		
SGOT		
SGPT		
Bilirubin Urine RE		
Urine ME		
Prostate	specific	
Antigen (PSA)		

**G. Standard Chest X-Ray (PA) View:**

(attach the photocopy of the report)

**Date:**

Parameter	Answer (Normal/Abnormal)	Value (if any, importance)
-----------	-----------------------------	-------------------------------

**Report****Report****H. Eye Examination: Attach the photocopy of the report****Date:**

Parameter	Value/Result/ Interpretation
Visual inspection of Eye for any abnormality like corneal opacity/ scarring, cataract etc.	
Visual Acuity: Right	
Visual Acuity: Left	
Colour Vision	
Field of Vision	
Binocularity	
Lateral Phoria	
Vertical Phoria	
Stereoscopic Vision and Depth	
Perception Testing	
Fundus (Retina) examination	

**I. 12 lead ECG and Echo cardiography:**

Final Report:

**J. MEDICAL FITNESS TESTS FOR PERSONS WORKING AT HIGHER ALTITUDE (as may be applicable)**

- 1 Detailed Medical History and in Depth General Medical Examination including tests for Vision, Hearing, Musculoskeletal System, Respiratory System, Cardiovascular System etc  
As applicable to all employees
2. Special Examination,
  - (a) Cardiovascular:

Uncontrolled hypertension or ischemic heart disease will be a contra-indication. In the presence of hypertension and abnormal ECG findings, the employee should be referred to a Cardiologist for fitness;

- (b) Tests for Labyrinthine functions and for sense of position Eye Examination for Bilateral Nystagmus, Romberg sign. The presence of bilateral nystagmus and a positive Romberg sign will be an absolute contra-indication;
- (c) Neurological examination Evaluate seizure disorders: CT scan of Brain and E. E. G, if indicated;
- (d) Assessment of Diabetic Control Status: (in case of employees suffering from Diabetes Mellitus);
- (e) Assessment of Phobia (Acrophobia) and any other Mental Health Disorder like Anxiety or Depression;
- (f) Evaluation for Vertigo and Dizziness.

**For use of Industrial Safety Section:**

Walking freely over a horizontal bar at 1 ft. height: PASS/FAIL

Wearing a safety belt and tying the rope knot: PASS/FAIL.

Walking over a horizontal structure at 9 ft. height wearing a belt: PASS/FAIL

General physique (O.K./NOT O.K): PASS/FAIL.

**K. Any other information/examination/biological investigation/ test as mutually agreed by the employer and qualified medical practitioner.**

-----

**FORM-VI**

[See rule 10]

**LETTER OF APPOINTMENT**

- (i) Name of employee:
- (ii) Father's/ Husband's name:
- (iii) Aadhaar number:
- (iv) Labour Identification Number (LIN)/registration number of the establishment:
- (v) Universal Account Number (UAN)/Insurance Number (ESIC):
- (vi) Designation:
- (vii) Category of skill:
- (viii) Date of joining:
- (ix) Wages, Basic Pay and Dearness Allowance:
- (x) Other allowance including accommodation whichever is/are applicable:
- (xi) Avenue for achieving higher wages/higher position:
- (xii) Applicability of social security EPFO and ESIC benefits applicable:
- (xiii) Health check-up:
- (xiv) Broad Nature of duties to be performed:
- (xv) Any other information:

**FORM-VII**

[See sub-rule (1) sub-rule (2) and sub-rule (3) of rule 11]

**NOTICE OF ACCIDENT OR DANGEROUS OCCURRENCE**

E. S. I. C. Employer's Code Number:

E. S. I. C. Insurance Number of the injured person:

1. Name of employer:
2. Address of works/premises where the accident or dangerous Occurrence took place:
3. Nature of industry and LIN/registration No. of the establishment
4. Branch or Department and exact place where the accident or dangerous occurrence took place:



- 
5. Name and address of the injured person
  6. (a) Sex  
(b) Age (at the last birthday)  
(c) Occupation of the injured person
  7. Local E. S. I. C. Office to which the injured person is attached
  8. Date, shift and hour of accident or dangerous occurrence
  9. (a) Hour at which the injured person started work on the day of accident or dangerous occurrence  
(b) Whether wages in full or part are payable to him for the day of the accident or dangerous occurrence
  10. (a) Cause or nature of accident or dangerous occurrence  
(b) If, caused by machinery,-
    - (i) Give the name of machine and the part causing the accident or dangerous occurrence:
    - (ii) State whether it was moved by mechanical power at the time of accident or dangerous occurrence:  
(c) State exactly what the injured person was doing at the time of accident or dangerous occurrence:  
(d) In your opinion, was the injured person at the time of accident or dangerous occurrence-
    - (i) acting in contravention of provisions of any law applicable to him; or
    - (ii) acting in contravention of any orders given by or on behalf of his employer; or
    - (iii) acting without instructions from his employer.  
(e) In case reply to (d) (i), (ii) or (iii) is in the affirmative, state whether the act was done for the purpose of and in connection with the employer's trade or business
  11. In case, the accident or dangerous occurrence took place while travelling in the employer's transport, state whether-
    - (a) the injured person was travelling as a passenger to or from his place of work;
    - (b) the injured person was travelling with the express or implied permission of his employer;

- (c) the transport is being operated by or on behalf of the employer or some other person by whom it is provided in pursuance of arrangements made with the employer; and
  - (d) the vehicle is being/not being operated in the ordinary course of public transport service:
- 12. In case the accident or dangerous occurrence took place while meeting emergency, state-
  - (a) its nature; and
  - (b) whether the injured person at the time of accident or dangerous occurrence was employed for the purpose of his employer's trade or business in or about the premises at which the accident or dangerous occurrence took place:
- 13. Describe briefly how the accident or dangerous occurrence took place:
- 14. Names and addresses of witnesses: (1)  
(2)
- 15. (a) Nature and extent of injury (*e.g.* fatal, loss of finger, fracture of leg, scald, scratch followed by sepsis, *etc.*)  
(b) Location of injury (*e.g.* right leg, left hand, left eye, *etc.*)
- 16. (a) If, the accident or dangerous occurrence was not fatal, state whether the injured person was disabled for more than 48 hours:  
(b) Date and hour of return of work:
- 17. (a) Physician, dispensary or hospital from whom or which the injured person received or is receiving treatment:  
(b) Name of dispensary/panel doctor elected by the injured person:
- 18. (a) Has the injured person died?  
(b) If so, date of death:

I certify that to the best of my knowledge and belief, the above particulars are correct in every respect.

Date of dispatch of report:

Place: *Signature, Name and Designation of Employer*

[See rule 20]

**Notice of Period of work**

Periods work/Groups, Relays	Name of the Establishment			Place			District			Description of groups, Nature of work	Remarks	
	of Men	Total No. of men employed			Women			No. of women				
		A	B	C	D	E	F		G			H
	1	2	3	1	2	3	1	2	3	1	2	3
On working days												
From...												
To....												
From....												
To....												
From....												
To....												
On partial working days,												
From...												
To....												
From....												
To....												
Date on which this notice is first exhibited:												
Signature of Employer												
Date :												

[illegible]

Overtime earning	Nature of acts (both commissions and omissions) for which fine imposed with date	Amount of fine imposed	Damage or loss caused to the employer by neglect or default of the employee	Amount of deduction from wages	Total amount of wages paid	Date of Payment	Attendance	
							Date	Signature
11	12	13	14	15	16	17	18	19

**FORM-X***(See sub-rule (1) of rule 23)***ANNUAL RETURN****UNIFIED ANNUAL RETURN FORM****FOR THE YEAR ENDING.....**

**Single Integrated Return to be filed online under the Occupational Safety, Health and Working Conditions Code, 2020, the Code on Industrial Relations, 2020, the Code on Social Security, 2020, and the Code on Wages, 2020**

**Instructions to fill up the Annual Return**

This return is to be filled-up and furnished on or before 1<sup>st</sup> February every year.

The return has two parts i.e. Part - I to be filled-up by all establishments

The terms Establishment and Mines shall have the same meaning as under the Occupational Safety, Health and Working Conditions Code, 2020.

This return is to be filled up in case of contractor or manpower supplier who have engaged more than 50 employees and in case of Mines even if there is one employee employed in the relevant period.

**Applicable to All Establishments****A. General Information:**

<b>Sl. No.</b>	<b>Instructions for filling the column</b>		
1.	Labour Identification Number/Registration No.	EPFO, ESIC, MCA, MOLE(LIN)	
2.	Period of the Return	From..... To.....	Period should be calendar year
3.	Name of the Establishment		
4.	Email ID		

5.	Telephone No.				
6.	Mobile number				
7.	Premises name				
8.	Sub-Locality& Door No.				
9.	District				
10.	State				
11.	PIN Code				
12.	Geo Coordinates				
<b>B. (a) Hours of Work in a day</b>					
<b>B. (b) Number of Shifts:</b>					
<b>C. Details of Manpower Deployed:</b>					
Detail	Directly employed	Employed through contractor	Grand Total		
Skill Category	Highly Skilled	Un-Skilled	Highly Skilled	Semi-Skilled	Un-Skilled
(i) Maximum No. of employees employed in the establishment in any day during the year	Male Female Transgender Total				

[illegible]



	provided		
1.	Whether facility of canteen provided (as per section 24 (V) of the OSH Code, 2020)	Tick yes or no in the box	Applicable to all establishments wherein hundred or more workers including contract labour were ordinarily employed.
2.	Creches (as per section 67 of Social Security Code, 2020 and section 24 of the OSH Code, 2020)	Tick yes or no in the box	Applicable to all establishments where fifty or more workers are employed.
3.	Ambulance Room (as per section 24(2) (i) of the OSH Code, 2020)	Tick yes or no in the box	Applicable to mines, building and other construction work wherein more than five hundred workers are ordinarily employed.
4.	Safety Committee (as per section 22(1) of the OSH Code, 2020)	Tick yes or no in the box	Applicable to establishments and factories employing 500 workers or more, factory carrying on hazardous process and BoCW Employing 250 workers or more, and mines employing 100 or more workers.
5.	Safety Officer (as per section 22(2) of the OSH Code, 2020)	No. of safety officers appointed	In case of mine 100 or more workers and in case of BoCW 250 or more workers are ordinarily employed.
6.	Qualified Medical	No. of Qualified Medical practitioner	There is no specification for minimum

	practitioner (as per section 12(2) of the OSH Code,2020)	appointed	number of qualified Medical Practitioners employed in establishment. However, this detail is required to have data on occupational health.
<b>F. The Industrial Relations</b>			
<b>Instructions for filling</b>			
1.	If the works committee has been functioning (section 3 of IR Code,2020), date of its constitution		Yes/No Industrial establishment in which 100 or more workers are employed.
2.	Whether the Grievance Redressal committee constituted (section 4 of IR Code,2020)		Yes/No Industrial establishment employing 20 or more workers are employed.
3.	Number of Registered Unions in the establishments		
4.	Whether any negotiation Union exist (section 14 of IR Code,2020)		Yes/No
5.	Whether any Negotiating Council is constituted under section 14 of Industrial Relations Code,2020		Yes/No
6.	Number of workers discharged, dismissed, retrenched or whose services were terminated during the year:		Yes/No
	<b>Discharged</b>	<b>Dismissed</b>	<b>Retrenched</b>
			<b>Terminated or Removed</b>
			<b>Grand Total</b>

7. Man-days lost during the year on account of:			
Sl. No.	Reasons	Period/Date	No. of man-days lost
	(a) Strike		
	(b) Lockout		
	(c) Other reasons if any:		
8. Details of retrenchment/lay-off			
Sl. No.	No. of persons retrenched during the period	Details of payment paid to retrenched workers	No. of workers laid off during the period
			No. of man-days lost due to lay-off
G. Details pertaining to maternity benefit:			
No. of female workers	No. of female workers availed maternity leave	No. of workers paid bonus	female medical from female workers.
H. Details of payment of bonus:			
S.No.	No. of workers covered under bonus provision	Total amount of bonus actually paid	Date on which the bonus is paid
I. Details of accidents, dangerous occurrence and notifiable diseases:			
Sl.No.	Total number of accidents by which a person injured is	Total number of fatal accidents and names of	Total number of cases of Notifiable Diseases

	prevented from working for a period of 48 hours or more as per section 10 of the Occupational Safety, Health and Working Conditions Code, 2020	the deceased as per section 10 of the Occupational Safety, Health and Working Conditions Code, 2020	occurrences as defined under section 11 of the Occupational Safety, Health and Working Conditions Code, 2020	specified in Third Schedule of the Occupational Safety, Health and Working Conditions Code, 2020 along with the details of affected persons
<b>J. Man-days and Production lost due to accidents /dangerous occurrences:</b>				

Sl.No.	Accident /Dangerous Occurrence	Man-days lost	Production lost
--------	--------------------------------	---------------	-----------------

Certified that the tables in prescribed format are duly filled in and information and/figures given in all the tables are correct to the best of my knowledge.

**Place:**

**Dated:**

**Signature of Employer/Owner/Manager with seal.**

**FORM-XI***[See sub-rule (2) of rule 23]***REGISTER OF ACCIDENTS AND DANGEROUS OCCURRENCES**

Name of injured person (if any)	Date of accident or dangerous occurrence	Date of report to Inspector -cum- Facilitator	Nature of accident or dangerous occurrence	Date of return of injured person to work	Number of days injured person was absent from work
1.	2.	3.	4.	5.	6.

**FORM-XII***[See sub-rule (3) of rule 23]***REGISTER FOR LEAVE WITH WAGES**

Part I-Adults

Part II-Adolescents

Establishment: Name of worker:

Department: Fathers/Husband's Name:

Sl. No.	Sl.No. in the register of workers	Date of entry in to service	Interruptions				Leave due with effect from	Whether leave not desired during the next 12 months	Date from which the worker is allowed leave	Wages for leave paid in	Discharged worker		Re-marks	
			Sickness and Accidents	Authorized leave	Lock out or Legal strike	Involuntary Unemployment					Others	Date of discharge		Date and amount of payment made in lieu of leave due
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.
Note: Separate page shall be allotted to each worker.														

**FORM-XIII**

[See sub-rule (1) of rule 26]

**IMPROVEMENT NOTICE AND PROHIBITION ORDER****PART-I****PROHIBITION ORDER**

Inspector-*cum*-Facilitator's Notice on Inspection of Establishment to the employer:

Name of the establishment	Where situated	Registration No. of the establishment	LIN No. of the establishment.
(1)	(2)	(3)	(4)

An Inspection of the above-named establishment was made on ..... The activities connected with establishment which are being carried on by you/about to be carried on by you/under your control involves a risk or danger to the life, Safety and health of employee and involves the following contraventions:'

**CONTRAVENTIONS:**

1. ....

2. ....

Therefore, I hereby direct that the said activities shall not be carried on by you or under your control unless, the said contraventions and matters mentioned have been remedied to the satisfaction of the Inspector-*cum*-Facilitator. This order is being issued without prejudice or any legal action which may be taken for these contraventions.

On hearing from you that the requirements have been complied with the establishment will again be visited with a view to the inspection being completed.

No. ....

Dated at ..... on this, the ..... day of ..... (month), 20 .....

Inspector-*cum*-Facilitator.

**REQUIRMENTS**

On compliance with all or any of the above contraventions, the Inspector-*cum*-Facilitator shall be informed in the manner prescribed overleaf, of the date and place at which the establishment can be reinspected.

Sir,

The contraventions notified by you have been effectively attended to. The establishment will be ready for inspection on the date and place named below:-

Date of Inspection

Place

Dated at ..... this day of ..... 20 .....

Signed by Employer

To

The Inspector -*cum*-Facilitator

**PART-II****IMPROVEMENT NOTICE**

Inspector-*cum*-Facilitator's notice to the employer

Name of the establishment	Where situated	Registration No. of the establishment	LIN No. of the establishment.

An inspection of the above-named establishment was made on .....

The following contraventions were observed. You are required to remedy the said contraventions and send the compliance report in writing within ..... days.

1. ....

2. ....



This notice is being issued without prejudice to any legal action which may be taken for these contraventions on hearing from you that the requirements have been complied with by the establishment will again be visited with a view to the inspection being completed.

Contraventions No. ....

Dated..... this .....day of  
..... 20 .....

Inspector-*cum*-Facilitator

#### REQUIRMENTS

On compliance with all or any of the requirements, the Inspector-*cum*-Facilitator should be informed in the manner prescribed overleaf of the date and place at which the establishment can be re-inspected.

Sir,

The requirements noted by you have been effectively fulfilled. The establishment will be ready for inspection on the date and place named below:-

Date of Inspection

Place

Dated at ..... this day of ..... 20 .....

Signed by Employer

To

The Inspector-*cum*-Facilitator

**FORM-XIV***[see rule 37 and rule 74]***APPLICATION FOR LICENSE****On Line Application for License /Renewal of License /Amendment of License (Including Common / Single License)**

Department of Labour, Government of Puducherry

**ESTABLISHMENT PROFILE:**

Labour Identification Number /Licence No.      Date

Acknowledgement Number:.....      Date of Application:.....

**I. Particulars of Establishment for which licence is required:**

1. Name of Establishment:
2. Address of establishment:
  - (a) Head office address along with email Id:
  - (b) Corporate office address along with email Id:
3. Telephone Number:
4. Activity as per National Industrial Classification :(Select all applicable activities given)
5. Details of selected NIC Code:
6. Nature of work carried on in main establishment:
7. Identifier of the Establishment :(select): e-sign / digital sign

**II. Details of Employer:**

1. Full Name of Employer.....Designation:.....
2. Full Address of employer:
3. Email ID of employer:
4. Mobile No. of employer:

**III. Particulars of the Contract Labour to be employed / is employed (If licence is required work-wise)**

Locations of worksites	Name of Works	Activity as per national industrial classification	Date of commencement	Date of completion	Name of Establishments in which contract labour is/proposed to be employed	Name address, email id of the site In-charge
1	2	3	4	5	6	7

Maximum number of workmen proposed to be employed on the Establishment on any date:

Amount of licence Fee: INR (Transaction Id:)

Amount of security Deposit : INR (Transaction Id:)

**IV. DETAILS OF ESTABLISHMENTS FOR WHICH COMMON LICENCE REQUIRED (IF APPLYING FOR)**

Type of establishments	Name and address of establishment	(i) Nature of work carried out in the establishment (ii) Activity as per National Industrial Classification	Date of commencement	Permanent establishment or probable date of completion	Maximum number of labour employed/proposed to be employed	Maximum number of employee employed/proposed to be employed
1	2	3	4	5	6	7

**V. DETAILS OF ESTABLISHMENTS FOR WHICH SINGLE LICENCE IS REQUIRED (IF APPLYING FOR)**

Name of District in which the establishment are situated	Name of each work	Maximum number of labour to be/is employed	Date of commencement	Permanent establishment or probable date of completion	Maximum number of labour employed/proposed to be employed	Registration number, if obtained then details thereof
1	2	3	4	5	6	7

**Signature of Contractor**

**(e-Sign / DSC)**

**Note :** This is an online application summary applied on web portal of Labour Department, Puducherry.

**APPLICATION FOR RENEWAL OF LICENCE**

1. Licence No. Date:
2. LIN & PAN
3. Name and address of the establishment:
4. Date of expiry of previous licence:
5. Whether the licence of the employer /contractor was suspended or revoked:
6. Details of Fees paid (Enclose e-payment receipt):Amount.....  
Date of payment:  
E-sign /digital of the employer /contractor Date:

**APPLICATION FOR AMENDMENT OF LICENCE:**

1. Licence No. Date:
2. LIN & PAN
3. Name and address of the establishment:
4. Details for which amendment is sought:
  - (a) Maximum number of employees presently employed: (If there is increase in the maximum number of employees to be employed, then additional fees/security deposit as per law required to be deposited:
  - (b) Details of fees paid through e-payment and date on which made:
  - (c) Other details requiring amendment in the licence issued (Necessary documents may be uploaded in support of change required)

**E-sign /digital sign of the employer /contractor      Date of application.**

**FORM-XV***[see rule 37 and sub-rule(2) of rule 38 and rule 75]***PRO FORMA OF LICENCE**

Licence No. \_\_\_\_\_ Reg. No. \_\_\_\_\_ Date of Reg. \_\_\_\_\_

Licence is hereby granted to..... for the premises  
known as..... situated at .....For use as an establishment within the limits stated hereinafter, subject to  
provisions of the Occupational Safety, Health and Working Conditions Code,  
2020, and the rules made thereunder:-

The \_\_\_\_\_ Issuing Authority

Sl. No.	Period of issue	Valid for Maximum number of Contract labour/ employees on any one day	Fee	Date of payment	Excess fee for late payment	Licence valid up to	Date of payment	Signature of the issuing Authority

**AMENDMENTS**

Year when amended	Maximum number of Contract labour employees on any one day	Date of payment of amendment	Date of payment	Signature of the issuing authority

**FORM-XVI***[See rule 46]***EXPERIENCE CERTIFICATE OF CONTRACT EMPLOYEE**To whom so ever concerned

1. Name of contractor/employer\*:
2. LIN/Registration No./PAN No. of the contractor/employer \*:
3. Email Id of the contractor/employer\*:
4. Mobile No. of the contractor/employer \*:
5. Nature and location of work:
6. Name of Principal Employer\*:
7. LIN/Registration No./PAN No. of the Principal Employer\*:
8. Email Id of the Principal Employer\*:
9. Mobile No. of the Principal Employer\*:
10. Name of the employee\*:
11. UAN/Aadhaar No.:
12. Mobile No.:
13. Serial Number in the Employee Register:
14. Registration number, date and name of the Board if the building and other construction employee is registered as a beneficiary:
15. Period of Employment:
16. Designation:

Seal and Signature of Contractor

\*Please strike off whichever is not applicable

**FORM-XVII***[See rule 52]***AGREEMENT BETWEEN PRODUCER AND  
AUDIO-VISUAL WORKER**

This agreement is made on this, the day of ..... month  
..... year ..... between Messers .....  
having office at ..... (hereinafter referred to as the.....  
“Producer” on the First part and Shri/Smt./Kum./ ...../  
..... Daughter of Shri ..... residing at  
..... (hereinafter referred to as the “Audio Visual  
worker”) on the second part. The terms ..... Producer and  
..... audio-visual employee shall include their heirs,  
successors, administrators and legal representatives-

Now, Therefore, this agreement is made as follows:-

1. That both the parties agree that the duration of this agreement shall be from the date hereof till the completion of the audio-visual and this period shall not exceed consecutive months.

2. That the audio-visual workers agrees to attend studio, location or work place, as the case may be, subject to the requirement of his previous engagement and on his confirmation, to his respective job punctually as and when he shall be required by a written intimation by the Producer or the person duly authorised by him in writing.

3. That inconsideration of the audio-visual worker services, as aforesaid, the Producer agrees to pay and the audio-visual worker agrees to receive a sum of ₹ ..... (Rupees .....)  
payable as advance on signing of this agreement and the balance of ₹ ..... payable in equal instalments.

4. That in the event of the audio-visual production being not complete within the stipulated period and the Producer still needing the services of the audio-visual worker to complete the audio-visual production, the producer agrees to pay and the audio-visual worker agrees to receive additional remuneration on pro-rata basis, payable in the same manner as stated in Clause 3 above, till the completion of the production.

5. That in case the assignment of the audio-visual worker is completed earlier than the period stipulated in Clauses 1 and 4 above, the producer shall settle the account of the audio-visual worker and pay the remaining balance of the agreement amount in full before the commencement of rerecording work/censor of the production, whichever is earlier.

6. That the audio-visual worker shall, if so required,-

(a) attend the studios, location or work-place, as the case may be, earlier than the scheduled time of the shift, for preparatory work, and in that case, he/she shall be paid by the Producer extra wages at the rate of ₹ ..... per hour or part thereof for such early attendance.

(b) continue to work beyond the working day, with one hour break and in that case, he/she shall be paid by the Producer extra wages at the rate of ₹ ..... for the work during the extended hours and refreshments, and transport facilities.

7. That the Producer shall provide transport and food or pay travelling allowances to and fro to report to duty and food allowance while on duty as are customary or fixed by bilateral arrangements between the Producer's and audio-visual worker's representative organizations.

8. That the Producer shall also pay for all travelling and accommodation expenses, fares, cost of food and such other allowances as are customary when the audio-visual employee is required to work on location outdoors.

9. That the Producer shall get the audio-visual worker insured for any injury or damage to his/her person including death caused by accident arising out of or in the course of his/her employment and/or during the period of his/her assignment under this agreement.

10. That where the Producer is prevented from proceeding with the production of the audio-visual by reason of fire, riot, natural calamity, order of the public authority or any other reason beyond his control,-



(a) he shall be entitled to suspend the operation of this agreement during the period of suspension of production in case the production is suspended. The producer shall serve notice in writing of such suspension on the audio-visual worker and shall pay all his/her dues up to the date of service of such notice. Upon resumption of work on the film, this agreement shall revive and shall remain valid for the period stipulated in Clause I excluding the period of suspension therefrom; or

(b) he shall be entitled to terminate this agreement as from the cessation of production, in case the production ceases completely. The producer shall serve a notice in writing of such cessation on the audio-visual worker and make payment of all the amount due to the audio-visual worker at the time of termination.

11. That in case if, the Producer desires to terminate this agreement before the expiry of its term for reasons other than misconduct in relation to performance of the audio-visual workers' duties or of his/her unwillingness to perform the services required under this agreement, the producer shall be entitled to do so only upon payment of the balance of the stipulated amount of the agreement. Only after such payment to the audio-visual worker, the Producer shall be entitled to employ another audio-visual worker in his/her place.

12. That the Producer shall have the right to terminate this agreement on ground of misconduct on the part of the audio-visual worker in relation to performance of his/her duties or his/her unwillingness to perform the service required under the agreement, upon payment to the audio-visual worker of the amount due at the time of termination, calculated taking into consideration, the audio-visual workers' total work in the audio-visual and the work he/she has completed till the date of termination of this agreement. Termination under this clause shall not be made unless the charges of the Producer against the audio-visual worker are proved before a forum comprising equal number of representatives of the Producers 'Organisation and the audio-visual workers' Organisation to which the Producer and the audio-visual worker respectively may belong. The decision of the forum shall be binding on both the parties. The producer can engage another audio-visual worker for the job towards this agreement only after the forum has given a decision in favour of such termination and the audio-visual worker has been paid all his dues.

13. That in case of premature termination of this agreement, it shall be the option of the Producer whether or not to retain the work of the audio-visual worker in the audio-visual and at the same time, it shall be option of the audio- visual worker whether or not to allow his/her name to go on the credit titles of the film.

14. That the Producer shall have the right to decide the manner of representing the audio-visual workers' personality on the screen, his/ her clothes, make-up and hair-style and the audio-visual worker shall fully and willingly comply with the direction of the Producer in this regard, provided that the requirements of the Producer in this respect have been notified to the audio-visual worker and accepted by him/her.

15. That the audio-visual worker agrees that he/she shall render his/her services to the best of his/her ability in such manner as the Producer or, at his instance, the Director of the audio-visual may direct and shall comply with all reasonable instructions that he may give for the production of the film.

16. That the Producer shall also pay for all travelling and accommodation expenses, fares, cost of food and such other allowances as are customary when the audio-visual worker is required to work on location outdoors.

17. That the Producer shall get the audio-visual worker insured for any injury or damage to his/her person including death caused by accident arising out of or in the course of his/her employment and/or during the period of his/her assignment under this agreement.

18. That where the Producer is prevented from proceeding with the production of the audio-visual by reason of fire, riot, natural calamity, order of the public authority or any other reason beyond his control-

(a) he shall be entitled to suspend the operation of this agreement during the period of suspension of production in case, the production is suspended. The producer shall serve notice in writing of such suspension on the audio-visual worker and shall pay all his/her dues up to the date of service of such notice. Upon resumption of work on the film, this agreement shall revive and shall remain valid for the period stipulated in Clause I excluding the period of suspension therefrom; or

(b) he shall be entitled to terminate this agreement as from the cessation of production, in case, the production ceases completely. The producer shall serve a notice in writing of such cessation on the audio-visual worker and make payment of all the amount due to the audio-visual worker at the time of termination.

19. That in case if the Producer desires to terminate this agreement before the expiry of its term for reasons other than misconduct in relation to performance of the audio-visual worker's duties or of his/her unwillingness to perform the services required under this agreement, the producer shall be entitled to do so only upon payment of the balance of the stipulated amount of the agreement. Only after such payment to the audio-visual worker, the Producer shall be entitled to employ another audio-visual worker in his/her place.

20. That the Producer shall have the right to terminate this agreement on ground of misconduct on the part of the audio-visual worker in relation to performance of his/her duties or his/her unwillingness to perform the service required under the agreement, upon payment to the audio-visual employee of the amount due at the time of termination, calculated taking into consideration the audio-visual worker's total work in the audio-visual and the work he/she has completed till the date of termination of this agreement. Termination under this clause shall not be made unless the charges of the Producer against the audio-visual worker are provided before a forum comprising equal number of representatives of the Producers' Organisation and the audio-visual workers Organisation to which the Producer and the audio-visual worker respectively may belong. The decision of the forum shall be binding on both the parties. The producer can engage another audio-visual worker for the job towards this agreement only after the forum has given a decision in favour of such termination and the audio-visual worker has been paid all his dues.

21. That in case of premature termination of this agreement, it shall be the option of the Producer whether or not to retain the work of the audio-visual worker in the audio-visual and at the same time, it shall be the option of the audio-visual worker whether or not to allow his/her name to go on the credit titles of the film.

22. That the Producer shall have the right to decide the manner of representing the audio-visual workers personality on the screen, his/her clothes, make-up and hair-style and the audio-visual workers shall fully and willingly comply with the direction of the Producer in this regard, provided that the requirements of the Producer in this respect have been notified to the audio-visual worker and accepted by him/her.

23. That the audio-visual worker agrees that he/she shall render his/her services to the best of his/her ability in such manner as the Producer or, at his instance, the Director of the audio-visual may direct and shall comply with all reasonable instructions that he may give for the production of the film.

24. That the audio-visual worker shall comply with all the regulations of the studio, location or work place as the case may be.

25. That the Producer shall not without the consent in writing of the audio-visual employee, assign or transfer the benefit of this agreement to any other person.

26. That the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 shall be applicable to this agreement.

27. That the Producer shall not utilise the work of the audio-visual worker in any film, other than the audio-visual under this agreement, without prior permission of the audio-visual worker. The parties have put their hands to this agreement on the date, month and year said above in the presence of each other and in the presence of the witnesses

1. Witness

Producer

Name

Address

2. Witness

Audio-Visual worker

Name

Address

**FORM-XVIII**

[See sub-rule (3) of rule 27]

**APPLICATION FOR GRANT OF CERTIFICATION OF  
COMPETENCY TO A PERSON**

1. Name
2. Date of Birth:
3. Name of organization (if not, self-employed):
4. Designation:
5. Educational Qualification (Copies of testimonials to be attached):
6. Details of professional experience (in chronological order)

Name of the Organization	Period of service	Designation	Area of responsibility
1.			
2.			

7. Membership, if any, of Professional Bodies:
8. (i) Details of facilities (examination, testing, *etc.*);  
(ii) Arrangements of calibrating and maintaining the accuracy of these facilities):
9. Purpose for which competency certificate sought (specify the section of the Code):
10. Whether the applicant has been declared as a competent person under any other Statute (if so, furnish details):
11. Any other relevant information:

## 10. Declaration by the applicant

I.....hereby declare that the information furnished above is true, I undertake to-

- (a) That in the event of any change in the facilities at my disposal (either addition or deletion) or my leaving the aforesaid organization, I will promptly inform the Chief Inspector-*cum*-Facilitator;
- (b) To maintain the facilities in good working order, calibrating periodically as per manufacturer's instructions or as per National standards; and
- (c) To fulfil and abide by all conditions stipulated in the certificate of competency and instructions issued by Chief Inspector-*cum*-Facilitator from time to time.

Place:

Date :

*Signature of the applicant.*

**Declaration by the Institution (if employed)**

I.....,..... certify that Shri.....whose details are furnished above, is in our employment and nominate him on behalf of the organization for the purpose of being declared as a competent person under the Code. I also undertake that I will,—

- (a) Notify the Chief Inspector-*cum*-Facilitator in case, the competent person leaves our employment;
- (b) Provide and maintain in good order all facilities at his disposal as mentioned above;
- (c) Notify the Chief Inspector-*cum*-Facilitator any change in the facilities (either addition or deletion).

Signature

Designation

Tel.No.

Official Seal

Date:

**FORM-XIX**

[See sub-rule (3) of rule 27]

**APPLICATION FOR GRANT OF CERTIFICATION OF  
COMPETENCY TO AN INSTITUTION**

1. Name and full address of the organization:
2. Organization's status (specify whether Government, autonomous, co-operative, corporate or private).
3. Purpose for which competency certificate sought (specify the section of the Code).
4. Whether the organization has been declared as a competent person under any other Statute (if so, furnish details).
5. Particulars of persons employed and possessing qualification as experience as set out in Schedule-B.

Sl. No.	Name of the Organization	Qualification	Experience	Section(s)/ Rule(s) under which competency sought

6. (i) Details of facilities (examination, testing *etc.*) ;  
(ii) Arrangements of calibrating and maintaining the accuracy of these facilities).
7. Any other relevant information.

**8. Declaration:**

I..... hereby declare that the information furnished above are correct to the best of my knowledge. I undertake to

(a) to maintain the facilities in good working order calibrating periodically as per manufacturer's instructions or as per National Standards; and

(b) to fulfil and abide by all conditions stipulated in the certificate of competency and instructions issued by Chief Inspector-cum-Facilitator from time to time.

Place :

*Signature of the Head of the Institution*

Date:

*or the person authorized to sign on his behalf*

**FORM-XX**

[See sub-rule (3) of rule 27]

**FORM OF CERTIFICATE OF COMPETENCY ISSUED TO  
A PERSON OR AN INSTITUTION**

I ..... in exercise of the powers conferred on me under Occupational Safety Health and Working Condition's Code and the rules made thereunder, hereby recognize ..... or Shri ..... employed in ..... to be competent person for the purpose of carrying tests, examinations, inspections and certification for such buildings, dangerous machinery, lifts, tackles, pressure plants, confined space, ventilation or plant and equipment as the case may be in a factory located in ..... under section ..... and the rules made thereunder.

This certificate is valid from ..... to .....

This certificate is subject to the following conditions as stipulated there under-

1. Tests, examinations and inspections shall be carried out in accordance with the provisions of the Code and the rules made thereunder.

2. Tests, examinations and inspections shall be carried out under the direct supervision of competent person or a person authorized by institution recognized to be competent.

3. The certificate of competency shall stand cancelled if the person declared competent leaves the organization mentioned in his application.

4. The institution recognized competent person shall keep Chief Inspector-*cum*-Facilitator informed of the names, designations, qualifications of the persons authorized by it to carry out tests, examinations, inspections.

Station

Date:            Official seal            Signature of Chief Inspector-*cum*-Facilitator

*Note:-* A separate certificate should be issued under each relevant section. A person or institution may be recognized competent person for the purpose of more than one section of the code.



**FORM-XXI***[see sub-rule (3) of rule 55]***APPLICATION FOR PERMISSION TO CONSTRUCT, EXTEND OR TAKE INTO  
USE ANY BUILDING AS A FACTORY****1. Particulars of the Occupier**

Name:	Age:	Photo of the Occupier
Gender:	Date of Birth:	
Father's / Husband's Name:		
Present Address	Permanent Address	
Email ID : Phone Number Mobile Number: Fax Number: DIN Number(if applicable): Proof of Address (Document name): Address Proof Document Number:		Aadhar No.(UID) Nationality: Passport Number (if foreigner): Visa valid upto: Visa Type (if foreigner):

**2. Particulars of the Owner of the Building / Premises referred to in  
Section 80.:**

Name:	Age:
Gender:	Date of Birth:
Father's / Husband's Name:	
Present Address	Permanent Address
Email ID: Phone Number Mobile Number: Fax Number: DIN Number (if applicable): Proof of Address (Document name): Address Proof Document Number:	Aadhar No.(UID) Nationality: Passport Number (if foreigner): Visa valid upto: Visa Type (if foreigner):

**3. Particulars of the Factory**

Name of the factory:	Nature / Type of Industry:
Registration number:	Sector

Postal Address	Email ID: Mobile Number: Website: Phone Number: Fax number: CIN Number (if applicable)
----------------	---

**Situation of the factory and survey number / Door number of the**

**4. factory with relevant documentary proof of the Occupancy / Ownership of the factory**

Survey No./Door No. / Plot No.:	Nearest Police Station:
Street/Road:	Nearest Railway Station:
Area/ Locality:	Nature of occupation:
Town / Village:	
District:	
State:	
Pincode:	

**5. Purpose for which plans are submitted**

*State whether initial approval / additional installation / additional construction / changes in installation.*

**6. Particulars of previous plan approvals**

Approval Number	Date of Approval
(1)	(2)

**7. Total proposed capacity in Horse Power ( in case of initial approval )**

State the maximum quantity (in H.P.) of the proposed machinery:

**8. Total installed capacity in Horse Power ( in case of additional installation / changes in installation )**

Approved H.P. vide Earlier Plans:
Deletions (if any):
Addition:
Total Horse Power:

**9. Maximum number of employees proposed to be employed on any one day in the factory**

	General shift	I Shift	II Shift	III Shift	Total
Number of male employees					
Number of female employees					
Number of Transgender employees					
Total number of Employees					

**10. Details of manufacturing process**

*Describe the manufacturing process in brief (Attach / enclose process flow chart)*

**11. State whether SSI/MSI/LSI:**

**12. Details of the chemicals with storage quantity**

Sl. No.	Name of the chemical	Place of storage	Storage type	Storage capacity	Capacity under process	Total Maximum Storage Capacity
(1)	(2)	(3)	(4)	(5)	(6)	(7)

**13. Details of Dangerous Operations**

*Whether the factory is engaged in any dangerous operations prescribed under Rule 57 of Puducherry Occupational safety, health and working conditions rules, 2022. (Specify if applicable)*

**14. Details of Hazardous Processes**

*Whether the factory is engaged in any hazardous process defined under Section 2(za) of Occupational Safety, Health and Working Conditions Code, 2020 (Specify if applicable)*

Place:

Date:

*Signature of the Occupier*

**FORM-XXII**

[See sub-rule (19) of rule 55]

**CERTIFICATE OF STABILITY**

1. Name of the Factory:
2. Village, Town, District in which Factory is situated:
3. Full postal address of the Factory:
4. Name of the Occupier of the Factory:
5. Nature of manufacturing process to be carried on in the factory:
6. Number of Floors on which employees will be employed:

I certify that I have inspected the building/buildings, the plans of which have been approved by the Chief Inspector-*cum*-Facilitator vide letter No. ....dated.....and examined the various parts including the foundations with special reference to the machine, plant, *etc.*, that have been installed. I am of the opinion that the building/buildings which has/have been constructed/ reconstructed/extended/taken into use is/are in accordance with the plans approved by the Chief Inspector-*cum*-Facilitator vide letter mentioned above, that it/ they is/are structurally sound and that its/their stability will not be endangered by its/their use as factory/part of a factory for the manufacture of.....for which the machinery, plant, *etc.*, installed are intended.

Signature .....

Qualifications .....

Address .....

Date .....

If, employed by a company or association.

Name and address of the company or  
association:

**FORM -XXIII**

[See sub-rule (11) and sub-rule (12) of rule 55]

**LICENCE TO WORK A FACTORY**

Serial No. .... Fee ₹ .....

Registration Number (under OSH Code, 2020) .....

Licence is hereby granted to ..... valid only for the premises described below for use as a factory employing not more than ..... persons on any one day during the year and using motor power not exceeding ..... H. P. subject to the provisions of the Occupational Safety, Health and Working Conditions Code, 2020 and the rules made thereunder.

This Licence shall remain in force till the 31st day of December, .....

**Description of the Licensed Premises**

Name of Factory .....

Address .....

.....

.....

The licensed premises shown on Plan No. ....dated..... are situated in.....and consists of.....

Date

Chief Inspector-*cum*-Facilitator

**FORM XXIV***[See Schedule B and sub-rule (2) of rule 62]***CERTIFICATE OF FITNESS**

Certificate Number:

Date:

1. Serial Number and Employee Code in employee register:
2. Name of the person examined:
3. Gender:
4. Process or department in which the person is employed or to be employed:
5. Descriptive marks:
6. Whether certificate granted :
  - (i) I Certify that I have personally examined.....(name) S/o.....(father's name)/W/o. ... residing at.....(address) who is desirous of being employed in or employed in .....(department and process) of .....(name of the factory) and that as nearly as can be ascertained from my examination is fit / unfit for employment at the above noted factory. He is fit to be employed and may be employed on some other Non-hazardous operation such as.....
  - (ii) He may be produced for further examination after a period of.....
7. Whether declared unfit and ' certificate refused:
8. Reason for:
  - (1) refusal of certificate.....or
  - (2) certificate being revoked.
9. Reference number of previous certificate granted or refused:
- L.T.I./Signature of person examined:

He is advised the following further examination.....  
He is advised the following treatment.

The serial number of the previous certificate is.....

Signature of Medical Officer

Note.— Exact details of cause of physical disability should be clearly stated.  
The Counterfoil should be retained by the Medical officer and maintained in a bound book or in a file

**FORM NO.XXV***[see Schedule B and clause (iii) of sub-rule (1) of rule 62]***HEALTH REGISTER**

1	S. No.	
2	Department / works	
3	Name of employee	
4	Sex	
5	Age (at last birthday)	
6	Date of employment on present work	
7	Date of leaving or transfer to other work	
8	with reasons for discharge or transfer Nature of job or occupation	
9	Raw materials, products or by-products likely to be exposed to	
10	Dates of medical examination by medical officer and results of medical examination	
11	If declared unfit for work, state period of suspension with reasons in details	
12	Whether certificate of unfitness or suspension issued to the workers	
13	Re-certified fit to resume duty on	
14	Signature of the Medical Officer with date & seal	

**FORM XXVI**

[See Schedule-B-V, B-VII under rule-68]

**Report of examination and test of Dust extraction - Suppression system**

- |    |  |     |                              |
|----|--|-----|------------------------------|
| 1. | Description of system  | ... |                              |
| 2. | Hood   | ... |                              |
|    | (a) Serial No. of hood   | ... |                              |
|    | (b) Contaminant captured   | ... |                              |
|    | (c) Capture velocities (at points to be specified)                                   | ... | DESIGN VALUE<br>ACTUAL VALUE |
|    | (d) Volume exhausted at hood   | ... |                              |
|    | (e) hood static pressure   | ... |                              |
| 3. | Total pressure drop at   | ... |                              |
|    | (a) Joints   | ... |                              |
|    | (b) Other points of system (to be specified)   | ... |                              |
| 4. | Transport velocities in Duct (at points along duct to be specified)                  | ... |                              |
| 5. | Air cleaning device -  | ... |                              |
|    | (a) Type used  | ... |                              |
|    | (b) Velocity at inlet  | ... |                              |
|    | (c) Static pressure at inlet   | ... |                              |
|    | (d) Velocity at outlet   | ... |                              |
|    | (e) Static pressure at outlet  | ... |                              |
| 6. | Fan-   | ... |                              |
|    | (a) Type used  | ... |                              |
|    | (b) Volume handled   | ... |                              |
|    | (c) Static pressure  | ... |                              |
|    | (d) Pressure drop at outlet of fan   | ... |                              |
| 7. | Fan motor-   | ... |                              |
|    | (a) Type   | ... |                              |
|    | (b) Speed and horse-power  | ... |                              |
| 8. | Particulars of defects, if any, disclosed during that in any of the about components | ... |                              |



I certify that on this..... day of ..... the above dust extraction system was thoroughly cleaned and (so far as its construction permits) made accessible for thorough examination. I further certify that on the said date I thoroughly examined the about dustextraction system including its components and fittings and that the about it true report of my examination.

Signature :

Qualification :

Address :

Date :

If employed by a company or association, give name and address

**FORM-XXVII***[see sub-rule (3) of rule 58]***APPLICATION FOR THE SITE APPRAISAL COMMITTEE**

- 1. Name and address of the applicant:**
- 2. Site Ownership Data:**
  - 2.1 Revenue details of the site such as Survey No., Plot No:
  - 2.2 Whether the proposed site attracts the provisions of section 3 of Environments protection Act, 1986, if so, the nature of the restrictions; and Local authority under whose jurisdiction the site is located:
- 3. Site plan:**
  - 3.1 Site plan with clear identification of boundaries and total area proposed to be occupied and showing details nearby the proposed site,
    - (a) Name of adjoining manufacturing units and human habits, educational and training institutions, petrol installations, Storages Liquified Petroleum Gas and other hazardous substances, if any, within one kilometre from the proposed unit;
    - (b) Water sources (rivers, streams, canals, dams, water filtration plants) in the vicinity;
    - (c) Nearest hospitals, Fire stations, civil defence stations and police station and their distances;
    - (d) Details of high-tension electrical transmission lines, pipelines for oil, gas, sewerage, if any, passing through the site; and
    - (e) Location of railway stations, railway lines, scheduled road, bye-pass, if any, near the site.
  - 3.2 Plot plan of the factory, showing entry and, exit points, roads.
- 4. Project report:**
  - 4.1 A summary of the salient features of project;
  - 4.2 Maximum number of persons like be working in the factory;
  - 4.3 Maximum amount of power and requirements and source of supply;
  - 4.4 Block diagrams of the building installations, in the proposed project; and

- 4.5 Details of housing colony, hospital, school and other infrastructural facilities proposed.
- 5. Organisation structure of the proposed manufacturing unit/factory:**
- 5.1 Person responsible for protection of safety, health and environment.
- 5.2 Proposed health and safety policy of the proposed enterprise.
- 6. Manufacturing Process Information:**
- 6.1 Process flow diagrams.
- 6.2 Brief write up on process and technology.
- 6.3 Critical Process parameters such as pressure build-up, temperature rise and run-away reaction.
- 6.4 Other external effects critical to the process having safety implications such as ingress of moisture or water, contact with incompatible substances sudden power failure.
- 6.5 High lights of the built-in-safety/pollution control devices or measures incorporated in the manufacturing technology.
- 7. Information of Hazardous Materials:**
- 7.1 Raw materials, intermediates, products and bye-products and their quantities (enclosed Material Safety Data Sheet in respect of each hazardous substances).
- 7.2 Main and intermediate storages proposed for raw material/intermediates/products/Bye-Products (maximum quantities to be stored at any time).
- 7.3 Transportation methods to be used for materials in flow and out flow, their quantities to be stored at any time.
- 8. Safety measures proposed for:**
- Handling of materials:
  - Internal and external transportation:
  - Disposal (packing and forwarding of finished products).
- 9. Information or Dispersal/Disposal of wastes and pollutants:**
- 9.1 Major Pollutants (gas, liquids, solid) their characteristics and quantities (average and at peakloads).
- 9.2 Quality and quantity of solid wastes generated, methods of their treatment and disposal

- 9.3 Air, Water and Soil Pollution problems anticipated and the proposed measures to control the same, including treatment and disposal of effluents

**10. Process Hazards Information:**

- 10.1 Enclose a copy of the report on environmental impact assessment.
- 10.2 Enclose a copy of the report on Risk Assessment Study; and
- 10.3 Published (open or classified) reports, if any, on accident situation/ occupational health hazards or similar plants (within or outside the country).

**11. Information of proposed Safety and Occupational Health Measure:**

- 11.1 Details of fire-fighting facilities and minimum quantity of water, carbon di-oxide and other fire-fighting measures needed to meet the emergencies.
- 11.2 Details of in-house medical facilities proposed.

**12. Information on Emergency preparedness:**

- 12.1 On Site Emergency Plan; and
- 12.2 Proposed arrangements, if any, for mutual aid scheme with the group of neighbouring factories.

I certify that the information furnished above is correct to the best of my knowledge and nothing has been concealed while furnishing it

Signature:

Date:

Designation:

**FORM-XXVIII***[See rule 70]***PROFORMA FOR APPEAL BEFORE THE APPELLATE  
AUTHORITY AGAINST ORDER OF IMPOSING PENALTY**

To,

Appellate Authority

[Under section 111(2) of the Code]

Sir,

I undersigned with following details prefer an appeal against order of ..... (details of officer imposing penalty) under section 111(2) of the Occupational Safety, Health and Working Conditions Code 2020.

1. Name and address of the establishment.
2. Name of the person preferring appeal and address details.
3. Amount of penalty imposed by the officer.
4. Ground for Appeal with supporting documents

**Declaration**

I/We hereby declare that the particulars given above are true to the best of my/our knowledge and belief and I/We hereby declare that nothing has been concealed or any fact has been mis-represented in the above calculation made by me/us.

*Signature of person preferring appeal*

Name:

Date :

Place :

Mobile No. :

E-mail (if any) :

**FORM-XXIX**

[See rule 71(2)]

**APPLICATION UNDER SUB-SECTION (1) OF  
SECTION 114 FOR COMPOSITION OF OFFENCE**

To,

The Authorised Officer [under Section 114(1)]

1. Name of applicant.....
2. Father's/Husband's name of the applicant.....
3. Address of the applicant.....
4. Name and Address of establishment in relation to the applicant  
.....
5. Particulars of the offence.....
6. Section of the Code under which the offence is committed  
.....
7. Maximum fine provided for the offence under the Code  
.....
8. Whether prosecution against the applicant is pending or not  
.....
9. Whether the offence is first offence or the applicant had  
committed any other offence prior to the offence and prior offence had  
been committed, then, full details of the offence.....
10. Any other information which the applicant desires to provide  
.....

Applicant

(Name and signature)

Dated:

**FORM XXX**

[See rule 71 (7)]

**COMPOUNDING / COMPOSITION REGISTER**

Office of the .....(Address of office)

For the month of .....(Name of month with year)

Sl.No	Name and address of the person on whom offence compounded	Name and address of establishment in relation to the person on whom offence compounded	Date and number of reference of Compounding/ Composition	Offences which are compounded
(1)	(2)	(3)	(4)	(5)

Amount of Penalty	Date of deposit	Whether appeal preferred	Signature of officer	Remarks
(6)	(7)	(8)	(9)	(10)

(a) Total penalty collected at the end of month:

(b) Details of transfer of amount to the Fund:

(c) Date:

(d) Amount:

(e) Bank details of transfer:

Signature and seal of the concerned officer

\*\*\*\*\*

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